

STUDENT HANDBOOK

2009 – 2010



Student Handbook

2009 - 2010

Volume 43, Number 1, August 2009

The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant or student and the Rector and Visitors of Christopher Newport University. The University reserves the right to change any of the provisions, programs, rules or regulations whenever university authority deems it expedient to do so.

Christopher Newport University does not discriminate in admission, employment or any other activity on the basis of race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation. The University complies with all applicable state and federal constitutional provisions, laws and regulations concerning discrimination.

All students are held responsible for knowing all Christopher Newport University rules and regulations as published in this Student Handbook, the University Handbook and the University catalog or as may be posted. Ignorance of University rules is not an excuse for violations.

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The *Student Handbook* is a publication of Student Affairs.

Dean of Students

Dear Student:

Welcome to CNU! We are a community of scholars dedicated to providing a unique and purposeful education. You are an important member of this community and we are excited you are here.

In this handbook you will find information about the energetic campus and the meaningful community life we celebrate at Christopher Newport University. This handbook also provides you with an outline of University policies and an overview of the standards expected of students. It further identifies people to assist you in achieving success and ultimately your CNU degree.

The table of contents outlines how our services are organized and directs you to the offices where you should go for more detailed information. Please familiarize yourself with this handbook, especially the section on page 2 articulating our *University Honor Code*. Use our Honor Code to guide you throughout the academic year.

The Office of Student Activities will provide a calendar of events on its website. The calendar is updated regularly, so review it often to stay in touch with what is happening on campus. Be sure to get involved; join a club, take in a concert, go to an athletic event, and meet your faculty. While this will be a year of many challenges your involvement will make the end result spectacular! Work hard and take advantage of your surroundings. Make a difference at CNU!

Sincerely,

Kevin Hughes, Ph.D.
Dean of Students

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CHRISTOPHER NEWPORT UNIVERSITY

Academic Calendar

Fall 2009 – Spring 2010

Fall 2009**August 24 – December 12**

August	21	F	Freshman Convocation and Honor Code Induction Ceremony
	24	M	Classes Begin
	24-28	M-F	Add/Drop Period
	28	F	Last day to Add/Drop and Change to Audit Status – 5:00 pm
September	7	M	Labor Day – CLASSES MEET
October	5	M	Mid-Term Grade Entry Begins
	19	F	Mid-Term Grades Due
			Fall Recess – 5:00 pm
	14	W	Classes Resume
	28	W	Last Day to Withdraw and Elect Pass/Fail Option – 5:00 pm
November	24	T	Thanksgiving Recess (begins after last class meets)
	30	M	Classes Resume
December	4	F	Classes End
	5	S	University Reading/Study Day
	6	SU	University Reading/Study Day
	7	M	Final Examinations Begin
			Final Grade Entry Begins
	9	W	University Reading/Study Day
	12	S	Final Examinations End
	14	M	Final Grades Due

Spring 2010**January 11 – May 1**

January	11	M	Classes Begin
	11-15	M-F	Add/Drop Period
	15	F	Last day to Add/Drop and Change to Audit Status – 5:00 pm
February	22	M	Mid-Term Grade Entry Begins
	26	F	Mid-Term Grades Due
			Spring Recess – 5:00 pm
March	8	M	Classes Resume
	24	W	Last Day to Withdraw and Elect Pass/Fail Option – 5:00 pm
April	23	F	Classes End
	24	S	University Reading/Study Day
	25	SU	University Reading/Study Day
	26	M	Final Examinations Begins
			Final Grade Entry Begins
May	28	W	University Reading/Study Date
	1	S	Final Examinations End
	3	M	Final Grades Due
	10-15	M-S	Commencement Week Activities
	16	SU	Spring Commencement

SECTION I

The Honor System

A. The Honor System

The reputation and credibility of an institution of higher education requires the commitment of every member of the community to uphold and to protect its academic and social integrity. As such, all members of the Christopher Newport University community uphold and enforce the following:

The Honor Code

“On my honor, I will maintain the highest standards of honesty, integrity and personal responsibility. This means I will not lie, cheat, or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”

Under the Honor Code of Christopher Newport University, it is expected that all members of the University community will demonstrate honesty and integrity in their conduct. Intentional acts of lying, cheating, or stealing are violations of the Code that can result in sanctioning.

Each member of the University community is responsible for upholding and enforcing the Honor Code. The Honor System cannot function unless each member of the University community takes action when he or she believes any person may have violated the Honor Code. Members of this University community are obligated to report violations to appropriate University personnel in order to ensure the efficacy of the system.

B. Student Regulations

Learning takes place through individual effort; achievement can be evaluated only on the basis of the work a student produces independently. A student who seeks credit for work, words and ideas that are not the products of the student’s own effort is dishonest. Such behavior infringes on the Honor System and can result in academic and university sanctions ranging from a reduced grade on the assignment to dismissal from the University.

Misunderstanding of the Honor System will not be accepted as an excuse for dishonest work. If a student is in doubt on some point with respect to the student’s work in a course, he/she should consult the instructor before submitting the work in question.

A violation of any principle is considered cheating and any resulting work dishonest.

The application of these regulations are not exclusive to the academic setting. They may also be applied to conduct occurring outside the classroom environment.

1. Infractions

Lying is the expression of an untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted. Lying includes, but is not limited to, forgery, the use or possession of false identification, and the omission of truthful statements.

Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to: (1) the act of plagiarism*; (2) the acts of attempting to give or giving unauthorized aid to another student or attempting to receive or

receiving unauthorized aid from another person on quizzes, tests, assignments, or examinations; (3) the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, assignments, quizzes or examinations; (4) the act of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so; or (5) the acts of intentionally commencing work or failing to terminate work on any examination, test, quiz, or assignment in violation of the time constraints imposed.

Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner's or the rightful possessor's permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work product of another.

* Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source.

Students are responsible for learning proper scholarly procedure. Proper scholarly procedures require that, at a minimum, all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. While any amount of improperly attributed or unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly attributed or unattributed material is presented as if it were the student's own work. The faculty member is responsible for drawing a conclusion regarding whether the amount of improperly attributed or unattributed material is so significant that intent may be presumed. When a faculty member has sufficient reason to believe that a student was intentionally deceptive in his/her work, an Honor Council will be convened to determine an appropriate university response to the student's actions. The university response will be in addition to the academic remedy determined by the faculty member.

2. Statement of Principles

a) Basic Policy

A student's name on any assignment is regarded as assurance that it is the result of the student's own thought and study, stated in the student's own words, and produced without assistance, except when quotation marks, references and footnotes acknowledge the use of other sources. In particular, the use of purchased term papers or research for submission as one's own work is expressly forbidden. Utilizing purchased work as one's own work will be considered an indicator of the student's intent to deceive his/her faculty member. In some instances, an instructor or department may authorize students to work jointly in solving problems or completing projects, but such efforts must be indicated as joint work on the paper submitted. Unless permission is obtained in advance from the instructors of the courses involved, a student may not submit a single written work for completion of assignments in more than one course. Students who perceive the possibility for an overlapping assignment in courses should consult with the instructors involved before presuming that a single effort will meet the requirements of both papers or projects.

b) Factual Work

In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used should be listed in the appropriate reference format. It is not necessary to reference specific facts that are common knowledge and obtain general agreement. However, facts, observations and opinions which are new discoveries or are debatable must be credited to the source with specific reference to edition and page even when the student restates the matter in his or her own words. Inclusion word-for-word of any part, even only a phrase or sentence, from the written or oral statement of someone else must be enclosed in quotation marks and the source cited. Paraphrasing or summarizing the contents of another's work is not dishonest if the source is clearly identified, but such work does not constitute independent work and may be rejected by the instructor.

c) Laboratory Work and Assignments

Notebooks, homework and reports of investigations or experiments must meet the same standard as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgement of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data; doing so will be considered an intent to deceive the faculty member into accepting knowingly inaccurate work.

d) Imaginative Work

A piece of written work presented as the individual creation of the student is assumed to involve no assistance other than the incidental criticism from any other person. A student may not, with honesty, knowingly employ story material, wording or dialogue taken from published work, the Internet, motion pictures, radio, television, lecture or similar sources.

e) Quizzes and Tests

In writing examinations and quizzes the student is required to respond entirely on the basis of the student's own memory and capacity without any assistance whatsoever except as is specifically authorized by the instructor. It is not necessary under these circumstances to give source references appropriate to other written work unless required by the instructor.

f) Tampering with the Work of Others

Any student who intentionally tampers with the work of another student or a faculty member shall be subject to the same sanctions imposed for other violations of this Honor System. Such tampering includes, but is not limited to:

- i) contaminating the results of scientific experiments by interfering with the conduct of the experiments in any way;
- ii) altering or in any way interfering with computer programs used by other students or faculty members in class preparation, simulation games, or otherwise;
- iii) altering or attempting to alter any academic or other official records maintained by the University.

3. Academic Violations of the Honor Code

An academic violation of the Honor Code is a serious offense that impacts the university in the following two distinct ways:

- a. It is a direct offense to the faculty member and to the members of the class in which the violation occurred.
- b. It is an affront to the institutional values and purpose of Christopher Newport University's Community of Honor.

Therefore, both the faculty member and the university will review the incident and issue appropriate remedies.

As stewards of the academic experience of Christopher Newport University students, faculty members are obligated to resolve any suspicions of academic dishonesty. Generally, the process undertaken for resolving an alleged academic violation of the Honor Code will be as follows:

A faculty member who suspects the Honor System has been violated is responsible for investigating the suspected violation in such a manner as to preserve the integrity of the Honor System and not unduly harm the reputation of the suspected violator.

The faculty member should inform the department chair of a suspected incident of academic dishonesty. The faculty member should attempt to confer personally with the student who is suspected of violating the Honor System and determine if the student has committed the violation, had an intent to deceive, and/or if the student admits to the violation. The faculty member may choose to contact the Director of the Center for Honor Enrichment & Community Standards to participate in a preliminary investigation.

Using his/her best judgment, the faculty member will draw a conclusion regarding whether or not the student's actions or his/her submitted work, or any portion thereof, constitute an academic violation of the Honor Code. In cases where the faculty member has sufficient reason to find a violation of the Honor Code has occurred, he/she will issue an appropriate academic remedy. Faculty members may use discretion in issuing academic remedies. Examples of academic remedies include, but are not limited to, the following:

1. The faculty member may assign an "F" for the course to the student with a notation to the confidential University file of that student that the "F" was for an academic violation of the Honor Code. This determination requires a letter of notification to the department chair and the Director of the Center for Honor Enrichment & Community Standards signed by the professor stating the reason for the assigned "F". This letter will be placed in the student's permanent file.
2. The faculty member may assign a grade of "F" to the student for the work in question, which would be averaged into the student's other grades should the professor determine the student is remorseful and the violation occurred with no intent to deceive the faculty member. A letter of notification indicating an academic violation of the Honor Code has occurred should be signed by the professor and sent to the department chair and the Director of the Center for Honor Enrichment & Community Standards for placement in the student's permanent file.

3. The faculty member may reduce the grade he/she would otherwise assign to the work in question. A letter of notification indicating an academic violation of the Honor Code has occurred should be signed by the professor and sent to the department chair and the Director of the Center for Honor Enrichment & Community Standards for placement in the student's permanent file.

In a situation where the faculty member and student fail to meet regarding the incident or fail to agree about whether there has been a violation of the Honor System, the faculty member will, using his/her best judgment, determine if a violation has occurred and issue appropriate academic remedies, if necessary. If a faculty member determines a violation occurred, he/she will notify the Director of the Center for Honor Enrichment & Community Standards, who will initiate a university review of the incident to determine what university sanctions may apply.

Due to the serious nature of academic violations, faculty members will make every effort to resolve any suspicions of academic dishonesty in a timely manner, typically within five (5) business days of discovery of the issue. Upon resolving the issue, faculty members will typically issue the letter of notification to the Director of the Center for Honor Enrichment & Community Standards within five (5) business days.

Students and administrative personnel also bear responsibility for insuring the efficacy of the Honor System and in supporting the academic environment of Christopher Newport University. Students who suspect another student has violated the Honor System are obligated to report this violation directly to the faculty member(s) of the course, the faculty member(s) responsible for the activity, or to the Center for Honor Enrichment & Community Standards, which will then notify the appropriate faculty member(s) of the allegation(s). Administrative personnel are also obligated to notify the faculty member(s) of the course, the faculty member(s) responsible for the activity, or the Center for Honor Enrichment & Community Standards.

When there is a question about a student's honesty with regard to his/her academic work, it is the student's responsibility to:

- Meet with the faculty member to discuss the alleged violation
- Provide accurate and truthful information regarding the scholarly work in question
- Report the finding, in writing, to the Director of the Center for Honor Enrichment & Community Standards within five (5) business days of resolution
- Pursue the grade appeal process, when appropriate, for resolution of the academic remedy

When the Director of the Center for Honor Enrichment & Community Standards has been notified of an academic violation of the Honor Code, it is the Director's responsibility to:

- Initiate university review of the violation
- Determine an appropriate University response to the violation
- Notify the faculty member and the student if an Honor Council will be convened

In a situation where the faculty member has provided an academic remedy to a violation of the Honor Code, an Honor Council may be convened under certain circumstances. These circumstances include, but are not limited to, the following:

- In the faculty member's judgment, the student's actions constitute "intent to deceive" the faculty member into accepting work other than that which is the product of the student
- The student has been previously found responsible for an Honor Code violation
- The Director of the Center for Honor Enrichment & Community Standards has completed the university review of the incident and determined an Honor Council is warranted

In any of these circumstances an Honor Council will determine suitable university sanctions, to include the student's continued enrollment status, in addition to the academic sanctions issued by the faculty member. In the event a student remains at the University after having been found in violation of the Honor Code, the student may be required to complete integrity education seminars in an effort to insure future Honor Code violations do not occur.

For specific information regarding Honor Councils or non-academic honor code procedures, please refer to the Code of Students Rights, Responsibilities, and Conduct in this handbook.

SECTION II

Code of Student Rights, Responsibilities, and Conduct

A. Philosophy of University Policies for Student Life

Christopher Newport University is maintained and governed by the following five values: (1) We will always put students first; (2) We will always offer outstanding teaching; (3) We will remain committed to liberal learning; (4) We will provide access and opportunity; (5) We will be actively engaged in shaping the economic, civic, and cultural life of this community. Additionally, we hold the ideal of Honor as an important element of the Christopher Newport University experience. Accordingly, the University has implemented policies that reinforce these values and ideals. As an educational institution, the University is concerned with the formal, in-class education of its students as well as their growth into mature men and women who conduct themselves as responsible, honorable citizens.

The uniqueness of the academic community requires particular sensitivity to the individual rights of students and the rights of the University community. Rules and regulations are imperative as a basis for the orderly conduct of University activities and for maintaining an environment conducive to study, recreation and personal growth. Regulations are intended to create sound living and learning conditions for all members of the campus community and to promote an atmosphere that encourages personal integrity.

Student life policies are based upon the assumption that students and groups have the capacity to assume responsibility for their own behavior and that the University has the authority to establish an internal structure for enforcement of its policies and procedures which students have agreed to accept by enrolling at the University. Conversely, students have the right to expect the University to fulfill its educational responsibilities as effectively as its capacity and resources permit.

Since rights carry with them certain responsibilities, the following rights and responsibilities - institutional as well as student - are set forth.

B. Basic Rights

The following list of basic rights is not intended to deny or limit the rights of students in any way. Rather, it is intended to focus special attention on these rights because of their importance in the educational process. Christopher Newport University students may freely and openly exercise the following freedoms as long as their actions do not interfere with the regular operation of the University:

1. Campus Expression - Free inquiry, expression, and assembly are guaranteed to all students subject to the limitations of this document and other University regulations and policies, which are consistent with the provisions of the Constitutions and laws of the Commonwealth of Virginia and the United States of America. Public statements and demonstrations by individual members of the University community or organizations shall be clearly identified as representative only of those individuals or organizations and not of the University. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

2. Pursuit of Goals - Students are free to pursue their educational goals; appropriate opportunities for learning shall be provided by the University.
3. Equal Protection - No student shall be subject to any regulations that discriminate on the basis of race, sex, color, age, religion, national origin, disability, sexual orientation or political affiliation. Any individual living in a community must respect the rights of others in that community. Students are responsible for their actions. They are obligated to respect authority, to be truthful, to maintain standards of academic performance, to respect the rights of others and to protect private and public property. Students must uphold federal, state and local laws, as well as University regulations.

C. Equal Opportunity

CNU does not discriminate in admission, employment or any other activity on the basis of race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation.

All student requests for disability accommodations and assistance should be directed to the Dean of Students located in the Office of Student Affairs on the third floor of the David Student Union. Students who feel they have been discriminated against because of a disability should contact the Dean of Students.

Any student who believes that he/she has been unlawfully discriminated against or harassed may file a complaint with the Director of Equal Opportunity & Faculty Recruitment.

D. Student Records

Christopher Newport University complies with the Family Educational Rights and Privacy Act. Questions concerning this policy may be referred to the Dean of Students or the University Registrar.

SECTION II – Part I

Scope and Interpretation of University Policies for Student Affairs

The following sections contain general University Policies for Student Affairs. All Christopher Newport University students are required to know and comply with these policies. Additional publications contain specific Student Affairs policies for those students who choose particular lifestyles available to the student body. Those publications include, but are not limited to:

The University Catalog.

The Residence Hall Handbook.

The CNU Housing Contract, specifically for those students residing in University housing.

The University Policies for Student Affairs serve as a guide to current information about the University. The University reserves the right to change the published policies during the academic year and notification is hereby given of that possibility. Any changes to this document will be publicized with copies of the changes available through the Dean of Students. Students are expected to keep themselves informed of the policies affecting them. Clarification of any published policy can be directed to the Director of the Center for Honor Enrichment & Community Standards.

SECTION II – PART II

Student Code of Conduct

Generally, University jurisdiction and discipline shall be limited to conduct that occurs on University premises, at any official University function or activity regardless of location, or such action that adversely affects the University community's pursuit of its education or other legitimate objectives. Engaging in activities that are inconsistent with values expressed in documents and/or the articulated expectation of student conduct, regardless of the location of the activity, may be addressed as potential violations of the Student Code of Conduct or Honor Code.

The following misconduct is subject to disciplinary action, including possible suspension or dismissal from the University.

A. Abusive, Disorderly or Obscene Conduct

1. Abusive Conduct

Any use of words or acts against one's self or others that causes physical injury or that demeans, intimidates, harasses, threatens or otherwise interferes with another person's rightful actions or comfort. This includes but is not limited to, verbal abuse, physical battery, and sexual misconduct.

Abusive conduct as intimidation includes engaging in a course of conduct or committing acts that alarm another person and serve no legitimate purpose. This includes but is not limited to unlawful coercion, extortion or duress that places the recipient in fear.

Abusive conduct that is harassing is defined as any words, gestures or actions directed at an individual or group that may cause a reasonable person to experience fear or intimidation. Harassment of all kinds that is directed at an individual is reprehensible and will not be tolerated by the University.

Sexual misconduct is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, anus or buttocks; rape (sexual intercourse without consent, whether by an acquaintance or a stranger); attempted rape; sodomy (oral or anal intercourse) without consent; attempted forcible sodomy; or sexual penetration with an object without consent. To constitute a lack of consent, the act(s) must be committed either by force, intimidation, or through the use of the victim's mental incapacity or physical helplessness (to include the influence of alcohol or other incapacitating substances).

2. Disorderly Conduct/Conduct Infringing on the Rights of Others

Behavior that disrupts or interferes with the orderly functioning of the University or disturbs the peace and/or comfort of persons or interferes with the performance of the duties by University personnel.

3. Obscene Conduct

Any conduct or expression that is lewd or indecent.

B. Actions Related to Criminal Offenses

Any student convicted of a serious criminal offense may be subject to University disciplinary actions. Students arrested or charged with felonies and /or serious misdemeanors may be subject to an immediate interim suspension pending a University investigation into the allegations.

C. Alcoholic Beverage Policy

Use, possession, consumption or distribution of alcoholic beverages by students, except as expressly permitted by Virginia law and University regulations, will not be tolerated.

Public intoxication that results in disorderly behavior that negatively impacts the University community and community at large will not be tolerated.

Students found in the presence of alcohol are also subject to disciplinary actions.

Christopher Newport University supports and encourages an alcohol-free educational experience. The University fully complies with the alcohol regulations of the Commonwealth of Virginia.

D. Damage or Destruction

Attempted or actual damage to or destruction of University property or property of a member of the University community or other personal or public property while on University premises or at University sponsored functions. Attempts to damage, or actions that could damage, property will also not be tolerated.

E. Drugs

Use, possession or distribution of narcotic or other controlled substances by Virginia law will not be tolerated.

Being in the presence of or under the influence of illicitly obtained or illegal controlled substances will not be tolerated. Similarly, inappropriate or abusive use of prescription, over-the-counter medication, or other items in order to produce a drug-like effect is unacceptable.

Additionally, possession of drug paraphernalia including but not limited to bongos, bowls, hookah pipes, scales, and roach clips is prohibited.

Christopher Newport University supports and encourages a drug free educational experience. CNU fully complies with the narcotic and controlled substance regulations of the Commonwealth of Virginia.

F. Failure to Comply with a University Official

Failure to comply with a request of an authorized University official, including failure of a student to present his/her University identification card when requested by an authorized University official.

G. Failure to Observe Rules and Regulations

Failure to observe rules and regulations issued by the University, including all publications and notices pertaining to student life and student services.

H. Fireworks/Explosives/Hazardous Chemicals/Weapons

Unauthorized possession or use of fireworks, explosives, or weapons is prohibited. Hazardous chemicals, which could pose a health risk, are also prohibited from the campus. This includes chemicals which, when combined with other substances, could be hazardous or present a danger to others.

Unauthorized possession, storage, or control of firearms and weapons on University property is prohibited. This includes storage in vehicles on campus as well as in the residence hall. Firearms include any gun, rifle, pistol, or handgun designed to fire bullets, BB's, pellets, or shot regardless of the propellant used. Additionally, possession of ammunition that could be used with a prohibited item is forbidden. Other weapons include any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to, knives with fixed blades or pocket knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nunchakas, foils, or explosives and incendiary devices.

I. Hazing

Hazing, which includes any act that causes humiliation, physical discomfort, bodily injury or ridicule, is a criminal offense in the Commonwealth of Virginia. For a more detailed explanation of this policy and a more comprehensive definition of hazing, please see Section IV-IX of the CNU Student Handbook.

J. Involvement in a University Violation

Presence during any violation defined in the Code of Student Rights, Responsibilities and Conduct or the Honor System that condones, supports or encourages the violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from the situation and are expected to report the violation to the proper authorities. Students are obligated to report Honor Code violations.

K. Misuse of Fire-Fighting Equipment/Arson/Disregard of Fire Alarm/Tampering

Misuse of fire-fighting equipment, including tampering, removing or discharging a fire extinguisher or any other fire emergency equipment except when the need is real.

Unauthorized burning of any material in any University building or on University property.

The disregard of a fire alarm system or the refusal to vacate a building or section of a building when a fire alarm is sounding.

Tampering with detection systems, including deliberately initiating a false alarm or creating conditions that result in a false alarm, or tampering which would cause a malfunction or non-function.

L. Misuse of Identification Cards

Improper use of any identification card, including knowingly altering or mutilating a University identification card is prohibited. Using or possessing the identification of another or allowing one's own card to be used by another is a violation of university policy and may also be considered an Honor Code violation.

M. Stalking

No person may intentionally stalk another person.

"Stalk" means to engage in an intentional course of behavior directed at a specific person which frightens, intimidates, or harasses that person, and that serves no legitimate purpose. The course of behavior may be directed toward that person or a member of that person's immediate family and may cause a reasonable person to experience fear, intimidation, or harassment.

N. Tampering with University Property

Tampering with any elevator, wiring, plumbing, or other University equipment/property without prior authority from the appropriate University official.

O. Unauthorized Entry or Access

Unauthorized possession or use of keys to any University door or facility, or unauthorized entry to or use of those facilities. Unauthorized use of an emergency exit door.

SECTION II – PART III

The University Judicial System

A. Preamble

The purpose of the University Judicial System is to involve the University community in the administration of the discipline system, to provide any student the right to due process, to help provide corrective and educative action in response to behavior deemed unacceptable and to help foster a fair, just, safe, disciplined, and honorable University community.

B. Jurisdiction

The President of Christopher Newport University is ultimately responsible for the discipline of all students at the University. Administrative authority and responsibility for judicial policies and procedures is delegated to the Dean of Students who will determine if an alleged violation is a violation of the Honor System or the Student Code of Conduct. The decision of the Dean of Students is final. Within the Division of Student Affairs, the Director of the Center for Honor Enrichment & Community Standards (CHECS) assumes the direct supervisory jurisdiction of disciplinary matters involving violation of University policy. The Director of CHECS serves as the Chief Judicial Officer for the University.

Members of the University community will be considered for disciplinary action whenever violations are committed on University property. For violations not occurring on University property, action will be considered when University officials determine that University interests are involved. Students and student organizations may be held accountable for conduct off-campus. Members of the University community are expected to adhere to all community standards regardless of their location or where they choose to reside. Disciplinary action may be taken by the University for any act constituting a violation of the law when the act is contrary to the University community's pursuit of its educational and other legitimate objectives. Whenever conduct violates both the law and University policies, the University may take disciplinary action irrespective of and separate from action taken by civil authorities. The University will proceed with disciplinary action according to its regular timeline, unless directed otherwise by University counsel. The policies and procedures of the University Judicial System are designed to provide a fair and equitable resolution concerning involvement in alleged misconduct.

C. Procedure

Any member of the University community may bring an alleged violation of University policy to the attention of the Director of CHECS or a designated judicial officer for review. Formal action requires evidence and/or testimony by the person referring the case.

Allegations must be filed with Director of CHECS or a designated judicial officer in writing, within ten (10) business days of the occurrence or the discovery of the alleged infraction(s) excluding weekends, official University holidays, and Winter and Spring Breaks. The complaint should contain a clear, concise and complete written statement of the allegations of infractions(s).

Individuals filing cases that cite physical abuse, conduct that threatens or endangers members of the community, harassment, intimidation or hazing may file a written appeal for an extension of the ten-day filing period. Such appeals should be submitted to the Director of CHECS. Appeals may be made up to one major semester (fall or spring) after the date of discovery of the alleged incident.

The University Judicial System is supported by a network of University community representatives who comprise the University Committee for Student Discipline and are appointed as members of Hearing Panels, Honor Councils, Hearing Panel/Honor Councils and Sexual Misconduct Hearing Panels, as necessary. These individuals have been trained in judicial procedures and are knowledgeable about university policies and judicial system precedent.

D. Academic Violations of the Honor Code

For specific information regarding academic violations of the Honor Code, please refer to the Honor System section of this handbook.

E. Student Code of Conduct/Non-Academic Honor Code Violations

Should an alleged violation of University policy occur, an incident report will be completed and submitted to CHECS. These violations may include, but are not limited to, violations of the Student Code of Conduct, violations of residence hall policy, violations of sections of the Student Handbook (for example, the Computer Usage Policy or the Hazing Policy) and violations of the Honor Code. Students listed on the incident report and alleged to have violated policy will be notified in writing of the charges stemming from the allegation(s). This form of notification is typically referred to as a *Charge Notice*.

Students notified of an allegation of wrongdoing must contact CHECS to schedule an Initial Conference to discuss the allegation(s). The Initial Conference is an informal, preliminary step conducted by a designated judicial officer which will provide the student with the opportunity to respond to the allegation(s). During this Initial Conference students are invited to discuss and review the alleged misconduct, and are encouraged to ask questions concerning the University judicial process. At the Initial Conference, which is a conversation between the designated judicial officer(s) and the responding student, the student is expected to present their perspective regarding the incident in question.

The student may accept responsibility for the allegation(s) outlined in the Charge Notice. If this occurs, the judicial officer may, after talking with all necessary parties, assign appropriate sanctions based on the information received and judicial history, if any.

The student may also deny the allegation(s) outlined in the Charge Notice and provide any information he/she deems appropriate. Sanction decisions, if appropriate, will not be rendered until the judicial officer has completed an investigation of the incident, to include talking with all necessary parties. At the conclusion of the investigation the judicial officer will determine if a violation has occurred and will make sanction decisions, if necessary.

Whether a student admits responsibility or is believed to be responsible for the allegation(s) outlined in the Charge Notice, should the appropriate sanction, based on the severity of the violation and/or the student's judicial history, be suspension or dismissal from the University, an Honor Council or Hearing Panel may be convened to hear the case.

If a student fails to respond to the Charge Notice and/or appear at the Initial Conference, all charges will be considered true, an additional charge of Failure to Comply may be added and the appropriate sanctions will apply.

Should a student be found responsible for a violation, he/she may appeal the decision, in writing, to the Director of CHECS within five business days of the initial decision. This appeal must demonstrate a violation of due process occurred or new information exists that was not available at the time of the initial conference which should be considered.

F. University Committee on Student Discipline (UCSD)

The University Committee on Student Discipline (UCSD) will be comprised of members of the University community to include faculty and students.

Faculty: Faculty from the College of Arts & Humanities, the College of Natural & Behavioral Science, and the College of Social Sciences will be appointed by the respective Academic Dean in consultation with the Dean of Students and the Faculty Senate.

Students: Representatives from the student body will be appointed by the Dean of Students. Additionally, students from computer science and computer engineering may be appointed to help address issues related to computer violations.

The UCSD consists of three subcommittees, which are Honor Councils, Hearing Panels, and the Honor Council/Hearing Panels.

Honor Councils will be convened as necessary to hear allegations of Honor System violations that are independent of Student Code of Conduct violations. When convened, this body will be called an Honor Council.

Hearing Panels will be convened as necessary to hear allegations of Student Code of Conduct violations. When convened, this body will be called a Hearing Panel. When convened to hear allegations of sexual misconduct, this body will be called a Sexual Misconduct Hearing Panel.

Honor Council/Hearing Panels will be convened when an alleged violation of community standards occurs in the Honor System and the Student Code of Conduct during the same incident.

Any UCSD subcommittee convened because of allegations of computer misuse may include at least one faculty member from the College of Natural & Behavioral Sciences having a significant

technical background in computing, and/or one computer science or computer engineering student.

Composition of the UCSD subcommittees shall be no less than five drawn from the UCSD, to include a combination of faculty and students, with the exception of the Sexual Misconduct Hearing Panel. If the situation warrants, a subcommittee may contain less than five members when the student respondent waives his/her right to a five-member panel. The Chair, who is appointed by the Chief Judicial Officer, has the authority to conduct the hearing and will subsequently notify the Chief Judicial Officer of any decisions. All members have voting privileges except as noted for Sexual Misconduct Hearing Panels.

The final decision of findings of fact by a Hearing Panel will be determined by a simple majority vote. The final decision of findings of fact by an Honor Council must be unanimous. A Panel/Council decision will be determined by a majority for the Student Code of Conduct violation and unanimity for the Honor System violation.

UCSD subcommittees will usually only convene during the Fall and Spring semester. During summer or inter-session written appeals resulting from an Initial Conference will typically be reviewed and decided upon by the Director of the CHECS. During summer or inter-session, a Special Panel may be convened to hear serious allegations that should be addressed prior to the start of the upcoming semester. The Special Panel will consist of one faculty member from the UCSD, one student from the UCSD, and one administrator trained in judicial procedures. When an administrator is unavailable, a member of the Center for Honor Enrichment & Community Standards not directly involved in the investigation will assume this role.

G. UCSD Subcommittee Procedure

UCSD Subcommittees will be convened at the request of a designated judicial officer. They may also be requested by the respondent as a review of findings of fact or sanction decision, when the sanctioning decision is suspension or dismissal. Review requests are submitted in writing to a designated judicial officer.

1. A date, time and place of the hearing shall be determined with notification given to all parties. Every effort shall be made to schedule this hearing within two weeks of the date of notification, although it shall not be scheduled less than five (5) days from the date of notification, except by mutual agreement of the judicial officer and the respondent.
2. The judicial officer must notify the respondent in writing of the complaint and the allegations that have been filed along with the information outlined in number one above.
3. All hearings will be closed to the public unless both parties agree in writing not less than 24 hours in advance that a hearing will be open. The UCSD subcommittee reserves the right to limit the number of observers at an open hearing.
4. In a hearing the burden of proof shall be based on a preponderance of the evidence.
5. Witnesses may be called by the parties and/or by members of the UCSD. Witnesses must be an event witness. Clarification of an event witness can be directed to the Director of the Center for Honor Enrichment and Community Standards. The UCSD subcommittee may, by

majority vote, limit the number of witnesses for reasons of redundancy or irrelevancy.

6. Character references may only be reviewed or heard, if applicable, during the sanctioning phase of the hearing. The UCSD subcommittee may, by majority vote, limit the number of character references for reasons of redundancy or irrelevancy.
7. Both parties and UCSD members will have the right to question witnesses as necessary.
8. All hearings shall be recorded and the notice, exhibits, taped or stenographic records, and findings of fact shall be filed with the Director of CHECS. Unauthorized recording in any medium is not permitted without prior written permission.
9. In cases involving more than one student, the UCSD subcommittee may hear the case as one, but shall make separate findings of fact for each student.
10. In closed session, the UCSD subcommittee, after deliberation, will decide by the preponderance of the evidence standard, whether the respondent is or is not in violation of the University policy defined.
11. If a respondent is found to have violated University policy, the UCSD subcommittee will decide on appropriate sanctions. This determination, in the form of a recommendation, will be forwarded to the Director of CHECS, along with their findings of fact.
12. Final determination of the sanctions rests with the Director of CHECS. Respondents will be notified in writing of the decision within ten (10) business days of the proceedings.
13. Individuals wishing to appeal the decision may do so only if there has been a violation of due process or if there is new evidence, not available at the time the decision was rendered, to be presented.
14. A request for an appeal from a UCSD subcommittee decision must be made in writing to the Dean of Students within five (5) business days of notification.

H. Sexual Misconduct Hearing Panel Procedure

Upon receipt of an incident report alleging a form of sexual misconduct, the following process will be utilized.

1. A University judicial officer from CHECS will investigate the allegations and collect pertinent information. The investigation may include interviews with different parties as well as reviewing physical evidence, if any.
2. Upon completion of the investigation the judicial officer will present his/her findings to a Sexual Misconduct Review Panel (SMRP) for consideration. The SMRP will consist of three members, two of whom are UCSD faculty and one of whom is a UCSD student. One of the faculty members will coordinate the SMRP meeting. Each member of the SMRP must have participated in training specific to sexual misconduct issues.
3. The SMRP will make decisions by a majority vote.

- a) Upon hearing the presentation of the evidence collected by the judicial officer, the SMRP will determine if there is substantial evidence warranting a Sexual Misconduct Hearing Panel (SMHP). Based on this substantial evidence standard the SMRP will make a recommendation, in writing, to the judicial officer to convene an SMHP or pursue other judicial actions.
 - b) The SMRP must consider each charge presented to the accused student and decide which charges, if any, warrant further review. Included in their recommendation will be the specific charges to be reviewed by the SMHP or other hearing panels. If the SMRP does not believe a violation of the sexual misconduct policy has occurred but other violations have occurred, they may recommend to the judicial officer that a Hearing Panel, Honor Council or Hearing Panel/Honor Council be convened or that the judicial officer resolve the issues.
 - c) Should the SMRP recommend a sexual misconduct hearing is warranted, they may include in their written recommendation a list of witnesses they believe the SMRP should hear. The respondent and/or the alleged victim may appeal to the Director of CHECS for the admittance of additional witnesses. This appeal must be in writing and should be received in CHECS within 72 hours of the notification of the witness list. The appeal must articulate why a particular witness is pertinent to the case being heard.
 - d) Should the SMRP recommend a hearing is not warranted, they will communicate this decision, in writing, to the judicial officer. The judicial officer will notify the respondent and the alleged victim of the SMRP's decision within three (3) business days of receipt of the decision. The alleged victim may appeal this SMRP decision to the Director of CHECS within five (5) business days. The appeal should include, at a minimum, any new information to be considered. Additionally, if the alleged victim believes a procedural error occurred, this should be included in the appeal.
 - e) The Director of CHECS may elect to review the appeal or remand the case to the SMRP for further study. The Director of CHECS must make a decision regarding the appeal within five (5) business days of receipt of the appeal letter.
4. The judicial officer must act on the recommendation of the SMRP within 3 business days of receipt of the recommendation. Action must include one of the following:
 - a) Initiate the convening of the SMHP or
 - b) Pursue other judicial action, including the convening of a UCSD Hearing Panel or Honor Council if necessary or
 - c) Determine that insufficient evidence exists to pursue further judicial action.
 5. The members serving on the SMRP are ineligible to serve on the SMHP for the case they have reviewed.
 6. Members serving on an SMHP must have participated in training specific to sexual misconduct issues.
 7. SMHPs will consist of four members, one of whom is a UCSD faculty member and two of whom are UCSD students. The SMHP will be managed by the fourth member, either a specially trained university administrator or a non-investigating judicial officer from CHECS.
 8. The role of the investigating judicial officer, who is present throughout the hearing, is to present the evidence he/she has shared with the SMRP. He/she may also share additional

information uncovered since the SMRP was convened. He/she may respond to questions from any of the participants in the process with the exception of the advisor, who is ineligible to pose questions.

9. During an SMHP, the respondent and the alleged victim may select an assistant from a group of students who have been trained for this role. Assistants serve as guides through the judicial process and may help their student prepare for the hearing, present information, develop and/or ask questions and help articulate their responses. Assistants do not assume prosecutorial or defense roles and as such do not argue for or against the student with whom they work.
10. Students electing not to utilize an assistant may choose another individual to serve as an advisor during the hearing. The role of the advisor is to counsel their advisee. As a result, they may not present information, ask questions, or speak on behalf of their advisee.
11. The student filing the accusation may choose to be present throughout the entire hearing or to be present for a portion of the hearing. The student may elect to present opening and closing statements and ask questions in addition to providing testimony. If the alleged victim prefers to participate from behind a screen, the institution will provide one.
12. The format for a sexual misconduct hearing will reflect all other hearing formats except as outlined within this document. This means opening and closing statements should be given, respondents and witnesses are expected to share their perspective on the events in question, and panel members are expected to ask questions and review the information received.
13. Upon hearing all of the evidence, the three-member SMHP will privately deliberate. The managing administrator or non-investigative judicial officer will not participate in deliberations but may serve as a resource to the SMHP. A majority of the remaining three panelists must decide the facts of the case based on the preponderance of the evidence standard.
14. The findings of the SMHP Panel, and any associated recommended sanctions, must be communicated to the Director of CHECS within five (5) business days of the conclusion of the hearing.
15. The Director of CHECS will communicate the results of the SMHP to the respondent and the alleged victim within five (5) business days of receipt of the SMHP decisions.
16. Should the respondent be found responsible for a violation of University policy, he or she may appeal to the Dean of Students, in writing, no later than five days from the date of the finding letter from Director of CHECS. This appeal must be based on due process violations or new information unavailable to the SMHP at the time their decision was rendered.
17. Should the alleged victim wish to appeal the decisions of the SMHP, he or she may appeal to the Dean of Students, in writing, no later than five (5) days from receipt of the finding letter from the Director of CHECS. This appeal must be based on procedural errors or new information unavailable to the SMHP at the time their decision was rendered.

18. The Dean of Students may elect to review the case and render alternative decisions, remand the case to the SMHP or decline a review of the case at which point the decisions of the SMHP will stand.

The decision of the Dean of Students is final.

I. Provisions for Due Process

Within the formal UCSD hearing process, a student who is alleged to have violated University policy is entitled to certain procedural guarantees to insure a fair resolution. These procedural guarantees also apply to student organizations engaged in the formal UCSD hearing process.

1. The student will be provided with a written statement of charges in advance of the hearing so as to allow the student time to prepare a response. In addition, the student, upon request will be given the opportunity for advance inspection of any statements or exhibits the judicial officer intends to submit at the hearing. Students may also request, in writing, the anticipated list of witnesses.
2. Students are expected to present an explanation of their situation at the hearing and may ask individuals to present information on their behalf (e.g. witnesses). Should the respondent fail to appear at the scheduled time and place, the hearing will be held in his/her absence.
3. To assist in preparation for the UCSD, a student may choose an advisor to be present during the hearing. The role of the advisor is to "advise" and as such is limited to conferring with the advisee only. Advisors shall not participate orally at any point during the hearing.
4. Prior to a hearing, the student may challenge the objectivity of any one panel member assigned to their case given reasonable cause to believe that the member may be biased or have a conflict of interest. This challenge must be presented to the Director of CHECS, in writing, at least 48 hours prior to the scheduled hearing date. The student must articulate the reason for potential bias or conflict of interest in order for the Director to consider the challenge. Should the Director uphold the challenge, replacements to the board may only be made when time permits.
5. The findings of the hearing will be based solely on information provided during the hearing.
6. Receipt of written notification of the findings of the hearing will be within ten (10) business days of the proceedings, unless otherwise specified.
7. Following the proceedings, the student may appeal the decision only if there is an alleged violation of due process or new evidence to be presented. Appeals must be submitted within five (5) business days of receipt of notification.

J. Judicial Appeals

An *appeal* is defined as a request for review of the original case. This may involve a review of the judicial decision as recorded on paper, a new hearing, or other procedures such as those described below. The burden is on the appealing student to demonstrate why the findings should be altered.

Students who violate the Student Code of Conduct or the Honor System may appeal their case to the Dean of Students. Appeals may be based only on the following grounds: (1) denial of due process; (2) significant and relevant new evidence that was not available at the time of the hearing. Appeal requests will be denied in cases not having sufficient grounds.

A written request for an appeal, stating the specific grounds upon which the appeal is based, must be received from the student by the end of the fifth business day following written notification of the original decision regarding the case. Appeals submitted after the fifth day may not be accepted.

The Dean of Students will review the appeal request and may choose to review the entire record of the case. The Dean of Students may also meet with the student, panel members and/or members of the CHECS staff to discuss the appeal. After reviewing the appeal request and, if necessary, the entire record of the case, the Dean of Students may take any of the following actions:

1. Alter or sustain the original finding or sanction.
2. Refer the case to the Director of CHECS and request that a hearing be convened.

The action of the Dean of Students will be communicated to the student in writing. This decision is the final step in the formal appeal process.

SECTION III

University Sanctions

A. University Sanctions

The sanctions listed below may be imposed upon a student or student organization for a violation of University policy. Generally speaking, judicial sanctions and academic remedies are cumulative in nature. In situations where multiple incidents occur over a short period of time, judicial hearings are generally scheduled in chronological order according to the date of the incident and all judicial records are considered when determining an appropriate sanction.

1. *Academic Dismissal*: Separation of the student from the University with the expectation that the separation is permanent. Academic Dismissal will be noted on the transcript.
2. *Academic Suspension*: Separation of the student from the University for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. Academic Suspension will be noted on the transcript. During the period of suspension the student is not allowed on property owned or operated by the University or at University sponsored events without permission. Academic credits for courses taken at other institutions while on suspension **are not** transferrable to Christopher Newport University.
3. *Deferred Housing Registration and Selection*: Students found in violation of University policy may have their housing registration and selection privilege restricted. Such a sanction means that the student will not be permitted to participate in the housing registration and selection process until all other returning residential students have made their selections.
4. *Deferred Sanction*: In some cases, a sanction of suspension or dismissal may be held in abeyance for a specified period. This means that, should the student be found in violation of any University policies during the stated period, he or she may be subject to the deferred sanction without further review in addition to the disciplinary action appropriate to the new violation.
5. *Disciplinary Dismissal*: Separation of the student from the University with the expectation that the separation will be permanent. Disciplinary Dismissal will be noted on the transcript.
6. *Disciplinary Suspension*: Separation of the student from the University for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. Disciplinary Suspension will be noted on the transcript. During the period of suspension the student is not allowed on property owned or operated by the University or at University sponsored events without permission. Academic credits for courses taken at other institutions while on suspension **are not** transferrable to Christopher Newport University.
7. *Disciplinary Probation*: This action is given for a stated period of time. A student's further misconduct during this period of time may lead to suspension or dismissal. A student on such probation may remain at the University only upon condition that the student complies with regulations as may be imposed as a condition of the student's probation.

8. *Educational Experiences*: The student is required to demonstrate his/her responsibilities within the University community by performance of certain reasonable and relevant activities. Failure to complete the educational experience in the time prescribed may result in suspension or dismissal from the University. Failure of student organizations to complete the educational experience in the time prescribed may result in withdrawal of university recognition. Any fees associated with the educational experiences will be the responsibility of the student/student organization.
9. *Failure of an Assignment*: A grade of “F” is given for the assignment in question. A letter stating the reason for this grade will be placed in the confidential file in the office of the Dean of Students and remain there for a period of five years or until the student receives the degree they are seeking, at which time the student may request the record to be expunged.
10. *Failure of a Course*: A grade of “F” is given for the course and the student is dropped from the course. A letter stating the reason for this grade will be placed in the confidential file in the office of the Dean of Students and remain there for a period of five years or until the student receives the degree they are seeking, at which time the student may request the record to be expunged.
11. *Fees/Fines*: Students/Student Organizations in violation of University policy may be assessed fees/fines for their infraction(s). Fees/Fines will be based on the severity of the violation and generally are cumulative in nature. Money collected from fees/fines will generally be used to support educational programs for the community.
12. *Future Housing Privilege Revocation*: Students found in violation of University policy may have their privilege to live in University housing revoked for subsequent years. Students who have their future housing privilege revoked will not be permitted to participate in the housing registration and selection process. Further violation of University policy may result in immediate removal from the halls.
13. *Letter of Censure*: The student is notified in writing that his or her actions have constituted a violation of University policy and are therefore inappropriate. Further violations may result in more serious disciplinary action.
14. *Loss of Privilege/Privilege Restrictions*: A student may lose or have restricted a privilege, where appropriate. Such privileges include, but are not limited to, parking, facilities access, and event participation.
15. *Parental Notification*: A parent/guardian may be notified of the student’s infraction, when appropriate. Notification may occur for any violation of the University’s Drug Policy and for violations of the University’s Alcohol Policy or when there is a health or safety concern.
16. *Removal from University Housing*: A student may be removed from University owned and operated housing. The removal may be for a defined period of time or may be permanent. If the former, conditions for potential readmission to University housing may be specified but are not a guarantee to future housing.

17. *Restitution*: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

18. *Verbal Warning*: A verbal statement notifying the student that he or she has violated University policy.

B. Interim Suspension

The University retains the authority to impose an interim (immediate) suspension, pending an Initial Conference and/or a UCSD hearing if such action is necessary to preserve the safety of persons or property. During the period of interim suspension the student may be denied access to the campus and/or be excluded from a class or all classes and denied all other University activities or privileges for which the student might normally be eligible.

The University also retains the authority to impose an immediate restriction from campus pending medical intervention, should a student be deemed a threat to him/herself or if their behavior disrupts the health and welfare of those in the community. A return to the University community may be contingent upon a medical release. For specific policies related to medical interventions please contact the Dean of Students.

C. University Judicial Records

Disciplinary sanctions other than suspension or dismissal shall not be made a part of the student's academic record but shall become part of the student's personal record. Cases involving suspension or dismissal shall permanently remain in a student's personal record and a permanent notation may be made on the student's academic record. Cases involving the imposition of all other sanctions may be expunged from the student's personal record three (3) years after the file is closed, upon request of the student. In very limited instances, a student's personal record that does not include a suspension or dismissal may be expunged at the discretion of the Dean of Students upon graduation of the student.

SECTION IV

Student Affairs Policies

Students who violate University regulations and/or State and Federal laws on campus, at University sponsored events, or when University interests are involved are subject to University disciplinary procedures. Any person who engages in unlawful or disruptive conduct or violates University policy may be asked to leave the campus or the University sponsored activity or event. Failure to comply with such requests constitutes trespassing under Virginia state law and may lead to disciplinary action and/or arrest in addition to University actions for the initial behavior.

SECTION IV – PART I

Student Group Recognition, Privileges and Guidelines

A. University Recognition of Student Organizations

The University will not recognize organizations that deny membership on the basis of race, color, age, religion, national origin, veteran status, handicap, sexual orientation or gender except as permitted by law (e.g. social fraternities and sororities). Honorary and professional organizations may restrict their membership on the basis of clearly established and published criteria that have been approved as a part of the recognition process.

Requests for University recognition are accepted twice a year – September 1 and February 1 (if either date is on a weekend or holiday, the deadline is the next business day). At that time organizations can exist on a probationary status up to one semester until all required elements for recognition are completed. A group seeking recognition as an established student organization will submit the following to the Director of Student Activities:

1. a recognition request form
2. an organization constitution meeting University standards
3. an advisor contract signed by a member of the faculty or administrative staff at CNU
4. an initial list of those interested in membership.

Organizations requesting recognition must attend a new student organization orientation program. The program schedule is available in the Office of Student Activities. Failure to attend the program will result in the request being removed from consideration. Request may be re-submitted the following semester under the same requirements.

All recognized organizations are required to have a full-time member of the faculty or administrative staff serve as an advisor. If the advisor resigns, the organization has the sole responsibility of locating a new advisor within a reasonable period of time. By special permission, an organization may secure an advisor from outside the University.

All changes and amendments to any organization's constitution or by-laws must be submitted to the Office of Student Activities. Where there is affiliation with an external organization, that organization's constitution and bylaws should be on file with the Office of Student Activities as well.

Updated Club and Organization Registration Forms should be submitted annually to the Office of Student Activities every time there is a change in officer(s) or advisor(s).

Organizations granted recognition by the University are afforded these rights and privileges within the limits set forth elsewhere in this document:

1. the right to hold meetings and social events on campus;
2. the counsel and assistance of University faculty and administrative personnel;
3. the right to publicize events and distribute information on campus;
4. the opportunity to use University facilities;
5. the opportunity to apply for funding for small grants or conference funds.

Recognition of an organization implies neither University approval nor disapproval of the aims, objectives and policies of the organization. A student organization that is in the process of forming may be granted meeting and posting privileges for up to one semester upon approval of the Director of Student Activities. Thereafter, the group must be an officially recognized organization to continue receiving such privileges.

Membership in recognized student organizations shall be open to all qualified matriculated students. Persons not matriculated at the University may not hold voting membership in CNU organizations.

B. Privileges Accorded Recognized Clubs

Once a club is recognized it is placed in “recognized status.” With this status they are immediately eligible for the privileges previously stated as well as those listed below:

1. Use of University name in accordance with University policy.
2. Use of University facilities.
3. Opportunities to sponsor fund-raising activities on campus.
4. Advisement from the Office of Student Activities.
5. Opportunity to apply for office/storage space.
6. Student organization mailbox.
7. Participation in campus-wide events.
8. Campus account.
9. Use of campus vehicles.
10. Ability to apply for small grant or conference funding.
11. Posting on campus.

Failure to adhere to the stated responsibilities for recognized organizations may result in the loss of privileges or other disciplinary action. For more information, please see the Student Organization Handbook available in the Office of Student Activities.

C. Guidelines to Maintain Recognized Status

Student groups wishing to maintain recognized status at Christopher Newport University and wishing to benefit from campus organization privileges must adhere to the following guidelines:

1. Submit a Club and Organization Registration Form to the Office of Student Activities within the first three weeks of the fall term and anytime there is a change in officers.

2. Adhere to the organization's approved constitution and bylaws.
3. Enlist the assistance of an on-campus advisor.
4. Adhere to all policies set by the University and the Office of Student Activities and all federal and state laws. Policies related to student organizations may be found in the Student Organization Handbook available in the Office of Student Activities.

D. University Recognition of Greek Organizations

Christopher Newport University is committed to the holistic development of its students and recognizes that membership in Greek letter organizations provides developmental opportunities for some members of our campus community. The following guidelines are established to help ensure meaningful experiences for members of the CNU Greek community as well as the entire campus population. These policies are primarily applicable to social and service Greek organizations such as those affiliated with the North American Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), and the National Pan-Hellenic Council (NPHC) or similar representative bodies.

1. The University provides an advisor to the Greek organizations that are recognized on campus. The Assistant Director of Student Activities for Greek Life will serve as the advisor to the social fraternities and sororities as well as the NPHC chapters on campus. Each chapter is encouraged to identify other members of the campus community and local alumni to serve as chapter advisors. Chapter advisors may work closely with the fraternity / sorority advisors to assist in the growth and development of the Greek community.
2. Greek letter organizations must be affiliated with a nationally recognized fraternity or sorority in order to be eligible for recognition at Christopher Newport University. Local Greek organizations are prohibited.
3. Campus recognition of Greek letter organizations is granted through the CNU governing bodies of Greek letter organizations (e.g. IFC, Panhellenic, NPHC) and the Office of Student Activities. Any group recognized by a Greek governing body and the Office of Student Activities must adhere to the policies governing student organizations established by the respective governing bodies and the Office of Student Activities.
4. Students interested in establishing New Greek letter organizations must contact the Assistant Director of Student Activities for Greek Life. Recognition will only be granted to new fraternities and sororities that follow the prescribed expansion process as outlined by the governing bodies and the Office Student Activities.

E. Student Media Board

Student-funded media at Christopher Newport University are independent media operated by and for students and under charter from the University and its Student Media Board. The Student Media Board recognizes and recommends funding for student media, appoints editors, station managers and presidents, and allocates student comprehensive fee funds disbursed by the Board of Visitors for student media. Student media have several functions within and outside the University. Internally, the student-run print and electronic media provide students with the opportunity for practical application of academic principles; helping prepare students for careers in media industries, in the arts, and in academia. In addition, the student media serve as a communication resource for the University community providing a documentary record of

University activities and serving as a forum for public debate. CNU student media will strive for high quality, consistent, timely, and responsible production with freedom of expression.

The Student Media Board (SMB) will coordinate the efforts and operations of student-managed media and publications that receive all or part of their funding from the student comprehensive fee. It will ensure that effective service is being given to the student body and the University as well as protect the rights of governed organizations to be free from censorship. The board will also act as oversight for the general budget and fund allocations for each of the media organizations.

The SMB, garnering its recognition and funding directly from the University Administration, to include the Board of Visitors, acts as an independent body from which all student-managed media gain Student Activity Fee funding and University recognition, with all of the rights and privileges it entails.

SMB funding requests determined by an annual budget review are submitted to the Board of Visitors by the SMB on an annual basis.

The process through which University recognition and SMB representation are obtained is outlined in detail in the SMB Charter and bylaws, which are reviewed on an annual basis by the SMB.

F. Budgeting Guidelines

Allocating student money is an important task undertaken by many different members of the university community. In some way, the Board of Visitors, key administrators, and student leaders all play a role in this process. Each of these groups operates under guiding principles as they determine how to allocate money collected from the students' activities fees. The principles outlined in this document apply to the final phases of this allocation. Specifically, they serve to guide select members of the university community as they decide how to disperse money to student clubs and organizations as well as individual students. These guiding principles will serve as the foundation upon which allocation decisions are made.

Philosophy

The allocation of student activities funds is an important role undertaken by and granted to select students and some administrators who work directly with clubs and organizations to foster a vibrant student life on campus. The responsibility that comes with this task is significant. As these fees are collected from a student population with diverse interests, funding decisions must be made with an eye toward positively impacting the entire campus community.

Overview

Each year the Appropriations Committee establishes three funds from which student organizations, clubs, and individual students may request financial support. Each fund has distinct guidelines that the allocating bodies will follow to disperse monies appropriately. These three funds are the *Front End Budgeted Fund (FEB)*, the *Small Grant Fund (SGF)*, and the *Conference Fund (CF)*.

Eligibility for funds is determined annually and clubs and organizations are aligned with and limited to one fund per year.

Committees

Three sub committees are necessary to oversee fund allocation through the various accounts. The *Appropriations Committee* is charged with determining the total monies allocated to each of the three funds. The FEB sub-committee is responsible for determining the specific annual budgets for the Front End Budgeted organizations. This committee is comprised of the Director of Student Activities*, the Student Affairs Business Manager*, at least five members of the Small Grant Allocation Committee (to include the chair), and one member from a non-FEB organization. Executive officers of current FEB organizations or requesting FEB organizations may not sit on the FEB sub committee. Members are appointed by the Dean of Students. The Director of Student Activities will serve as the non-voting chair of the Appropriations Committee.

The *Small Grant Allocation Committee* is responsible for allocating programming money to clubs and organizations that are offer activities which benefit the organization and that directly or indirectly contribute to the betterment of the university. Preference will be given to programming events that occur on Thursday, Friday, and Saturday nights. The *Small Grant Committee* is comprised of at least five student members and is advised by the Student Affairs Business Manager* and Director of Student Activities or his/her designee*. The administrators are non-voting members. A student chair is selected for this sub-committee annually through a nominations and elections process within the sub-committee.

The *Conference Allocation Committee* reviews funding requests by individual students who are attending professional and academic conferences. This committee, which includes the Director of Student Activities or his/her designee*, the Student Affairs Business Manager*, the Small Grant Allocations Chair, up to three additional students and a faculty member, will allocate funds in support of the academic and professional development of CNU students. Preference will be given to students invited to present papers or workshops, who serve on conference committees, or who hold state, regional or national offices in professional organizations.

*non-voting members

Front End Budgeted Fund

A small number of student organizations will be considered for Front End Budgeted (FEB) status. FEBs are groups whose contributions to the university extend beyond any specific issue/interest and are deemed to have a significant impact on the campus community generally and the student community specifically. Groups with FEB status are expected to contribute to the intellectual and social environment of the campus through programming, representation of student views, and service on university wide committees.

To be eligible for FEB status, the following minimum criteria must be met:

- 1.) The organization must be open to all CNU students. Political, religious and gender-affiliated organizations will not be eligible.
- 2.) The mission of the organization must demonstrate a breadth of contributions to the betterment of the university community rather than a minimal subset of the community.

- 3.) The programs and activities offered by the organization are of a campus-wide nature. These events, which may differ in content and delivery from year to year, must reoccur on an annual basis.
- 4.) The organization must be institutionally supported at a significant level. This support may be demonstrated in funding, operational resources, or personnel whose professional duties include direct work with the organization.

Front End Budgeted organizations will generally number less than ten in any given year. Most years approximately five organizations will meet this status. Money will generally be dispersed to the FEB organizations on a semester basis, meaning one-half of the allocation will be dispersed in the Fall semester with the second half allocated during the Spring term.

Attaining FEB status requires organizations to undergo an annual review process to ensure their eligibility under the established criteria is still met. Groups who have not attained FEB status may apply on February 1 (or the first business day if such date is on a weekend) for such status through the Appropriations Committee. Any new group who achieves this status will be eligible for a percentage of funds in their first year of operation. These funds will generally not exceed 25% of projected expenditures in the second year of operation. The percentage-based funds that are allocated during the first year are done so in order to help the organization establish itself prior to a total commitment of funds from the institution.

FEBs are eligible for comprehensive funding to ensure their continued contributions to the CNU community. Comprehensive funding means that FEB organizations may request financial support in any or all of the following categories:

- 1.) Operational expenses: Operational expenses are for items necessary to conduct the day to day business of the organization. This may include office supplies, telephone expenses, office equipment rental/repair fees, postage, etc...
- 2.) Programming expenses: Expenses in this category pertain to activities and events that occur on campus and are open to the university community. Examples include leadership seminars, guest lecturers/speakers, social activities, etc... Requests in this category should include expenses for the program, such as speaker fees, publicity, etc...as well as any revenues to be collected from the event.
- 3.) Professional development expenses: A very limited amount of funding may be included within the overall budget request that supports the professional development of key members (such as executive officers) of the organization. This may include attendance at local, regional or national conferences as well as pursuing special trainings that will directly assist organizational leaders in the discharge of their duties. Typically, these funds should not cover seniors in their second semester/year or those who have previously attended the conference/workshop.
- 4.) Stipends: With the exception of organizations granted a previous exemption or those funding stipends through its own revenue, new stipends will not be funded. Any request for funding in this area must also demonstrate verification procedures to ensure stipends are being wisely allocated and earned. Students receiving stipends must meet accountability standards set by the governing body and/or the University.

- 5.) **Miscellaneous Expenses:** In cases where necessary expenses are incurred that ensure the success of the organization but do not fall within one of the other broadly defined categories, monies may be allocated into the miscellaneous category provided ample justification can be made that demonstrates the manner in which funding will be used to support the organization's efforts.

Small Grant Fund

The large majority of student organizations at Christopher Newport University will be eligible for funds through the Small Grant Allocation process. FEBs are not eligible. To be eligible for Small Grant funding, the following criteria must be met:

- 1.) The club/organization must be a recognized group on campus and be in good standing with the university. This means they must have met all eligibility requirements as outlined by the Office of Student Activities.
- 2.) New clubs and organizations are eligible for programming funds after four continuous months' existence on campus. At the discretion of the Small Grant Committee, clubs and organizations that are less than four months old may request start-up funding not to exceed \$100. This funding must be used to help establish the organization so that it may operate on its own until the four month period has been met.
- 3.) Any club or organization requesting funds must be able to demonstrate attendance at the Finance workshops offered by the Business Manager.
- 4.) A Student Activities Event Registration form must be completed.
- 5.) An accurate organizational budget must be kept. This budget must be submitted with small grant request.
- 6.) A post event form must be completed in order to receive reimbursements or to be eligible for future grants.

The Small Grant Fund is available to organizations that will make a significant contribution to the campus community as well as to the individual organization. Generally clubs will not be awarded small grant funding exceeding \$3000 per academic year. This amount is not guaranteed to any organization and is distributed on a first come, first served basis. Consideration for requests exceeding this amount will occur when events are co-sponsored by multiple organizations. Requests for funding must fall within one of these categories:

- 1.) **Programming expenses:** Expenses in this category pertain to activities and events that occur on campus and are open to the university community. Activities and events are defined as educational or social interactive programs. It does not include services unless the services are a part of a larger program. Examples include leadership seminars, guest lecturers/speakers, social activities, etc. Requests in this category should include expenses for the program, such as speaker fees, publicity, etc...as well as any revenues to be collected from the event. Funding preference will be given to those organizations offering programs on Thursday, Friday, or Saturday nights. Any contracts required for programming must be reviewed by the Director of Student Activities prior to commitment and execution. Programs should not be used as fundraisers for sponsoring organizations or its members. The sub-committee will not fund services such as, but not limited to, giveaways, food, beverage or donations of items if not tied to an event as defined above.

- 2.) Professional development expenses: A very limited amount of funding may be included within the Small Grant Fund request that supports the professional development of the organization. This includes pursuing special trainings that will directly assist organizational leaders in the discharge of their duties. Funding will generally be in the form of on-campus video conferences, speaker's fees or resources. It does not cover off-campus conferences, workshops or trainings that require travel. Funding within this category carries with it the expectation that knowledge gained from the trainings will be shared with the campus community in a demonstrable way. Typically, these funds should not cover seniors in their second semester/year or those who have previously attended the conference/workshop. This may mean that attendees will be required to present their knowledge to Small Grant Fund Committee or other groups on campus.

Small Grants are awarded specifically for the betterment of the campus community, typically through campus wide programming events. As a result, Small Grants will not fund:

- 1.) Equipment purchases for the organization. Small Grants may fund equipment rental fees for an event.
- 2.) Donations.
- 3.) Fundraising activities specifically for the organization's gain. Funding may be available, at the discretion of the Small Grant Committee, for benefit events provided the funding granted is used for programming purposes.
- 4.) Contracts executed prior to receiving Small Grant funding.
- 5.) Events completed prior to receiving Small Grant funding.
- 6.) Events occurring off-campus unless for professional development reasons.
- 7.) Non-academic competitions that do not meet programming guidelines as articulated in this document.
- 8.) Any part of alcohol at an event to include bar fees or security required to host such an event.

The Small Grant Allocation process requires student organizations to plan well in advance of their program date. Given the large number of requests that can occur from the array of student clubs and organizations, the Small Grant Fund Committee requires Small Grant Fund requests to be made no less than four weeks for requests exceeding \$500 or no less than two weeks for requests for \$500 or less.

Co-sponsorships between student organizations are encouraged. Requests must show the organizational contributions through funding and/or labor. Requesting organizations must demonstrate specific responsibilities in the co-sponsorship. The Small Grant committee may request a copy of a co-sponsorship agreement.

For more information regarding how to access these funds, please see the *Guide for Managing Campus Accounts* Handbook.

Conference Fund

As an educational institution, CNU is committed to helping our students become leaders in their academic and professional endeavors. One way in which this support is demonstrated is through financial assistance for individual students to attend academic and professional conferences.

Money from the Conference Fund is available on a limited, first-come, first-served basis so that students may enhance their educational experience by attending appropriate conferences, seminars, or meetings. Typically students may not receive support from this **fund more than one time per academic year** in the form of a reimbursement for their expenses. Verification of attendance at the conference is required.

Eligibility

Student must meet the following criteria:

- 1.) Enrollment as a full-time (12 credits or more undergraduate or 9 credits or more graduate), degree-seeking student.
- 2.) Student must be in academic and social good-standing with the university at the time of the request and attendance at the conference.

Levels of Funding:

- 1.) Invited Speaker (\$400 maximum award): Students who have been issued a written invitation by a conference to speak or present notable research in their field. A copy of the invitation must be included in the request.
- 2.) Accepted Presenters (\$300): Students who submitted papers or work that has been accepted for presentation at a conference. A copy of the acceptance letter must be included in the request. If you have submitted, but have not received notification by the deadline, please include a copy of your submission. Grant amount is provisional based on the proof of your acceptance.
- 3.) Representatives (\$200): Students who are representing a recognized CNU student organization at a national or regional conference. This includes students who hold national, regional or state offices for their organization. A letter from the president or advisor of the student organization supporting the student's request should accompany the application.
- 4.) Individual Interest (\$100): Students who are attending a conference because of personal interest related to the student's field of study. Students who are attending a conference because of personal interest related to the student's field of study and not attending in any capacity on behalf of CNU or any of its recognized departments or student organizations.

The following guidelines will apply to each request:

- 1.) A maximum of four students may receive funds to attend the same conference. If more than four students submit requests for the same conference, the committee will consider the first four submitted by date received with completed applications. If any of those students are ineligible, the next request (based on date received) will be considered.
- 2.) Funding may be used for academic and professional development only. Funds cannot be used for students' job search/placement processes.
- 3.) Conference funds may not be used for attendance at non-academic competitive events.
- 4.) Students may not receive funds to attend a conference they have previously been funded for through this grant process. Exceptions may be granted if the student is an accepted presenter or speaker at subsequent conferences.
- 5.) Students are required to submit a completed conference experience form before receiving any reimbursements.
- 6.) Funding may only be applied to transportation, lodging, and registration fees for the conference. Expenses must meet state travel guidelines and all paperwork must be completed correctly and in a timely manner. Requests for reimbursement must be received during current academic year in order to be processed.

With a limited amount of funds, students are encouraged to apply for support once they have made the decision to attend the conference. Requests for support that occur after the posted deadlines will not be granted.

Individuals who seek financial support for conference attendance through the Conference Fund are required to provide information detailing the anticipated expenses for the event. Additionally, applicants must include a thorough list of funding sources, to include any money received from scholarships or departmental grants, with their itemized expense listing. When granted, conference funding will be provided on a reimbursement basis only.

Deadlines:

- 1st Quarter: For conferences occurring between September 15th and November 30th, the deadline for applying for funds is **September 1st***.
- 2nd Quarter: For conferences occurring between December 1st and February 28th/29th, the deadline for applying for funds is **November 1st***.
- 3rd Quarter: For conferences occurring between March 1st and May 31st, the deadline for applying for funds is **February 1st***.
- 4th Quarter: For conferences occurring between June 1st and September 14^t, the deadline for applying for funds is **April 19th***.

* If the due date falls on a weekend or a holiday, the deadline is the following business day.

All University travel policies apply.

Budgeting Formats and Timelines

Each fund requires a different format in terms of paperwork and extensiveness of the budget documentation submitted in support of funding requests. Additionally, each fund operates on a separate timeline that requires clubs and organizations to keep accurate budgeting information available at all times. The following information is offered to provide general information; more specific information can be acquired from the committee chairs of each fund.

FEB Format and Timeline

FEB requests are annual “snapshots” of the organization. They should provide an overview of the accomplishments for the previous year as well as a picture of what the upcoming year will look like. They should also demonstrate in detail the funding request and how it will be applied. This should take the form of both numbers (dollars) and narrative (explanation). An application is available through the Office of Student Activities.

****Please note:** Organizational representatives will be asked to provide documentation and/or explanation for specific items on a detailed sheet.

Given the nature of the FEB allocation process, which deals with annual budgets, the timeline under which this process occurs is lengthy. Generally speaking, budgets for FEB groups must be

submitted to the Appropriations Committee prior to February 1. Once received, all FEB requests will be reviewed by the Committee for a period of one week. During the second week after submission of the budget, FEB Presidents and Treasurers will be required to present their budget request to the Allocations Committee. Presentations will last no longer than 30 minutes. Treasurers and Presidents will be required to demonstrate the need for their requests in detail. They may also be asked to submit documentation supporting their funding requests. After each FEB organization has presented, the Appropriations Committee will meet and identify allocations for each organization, the Small Grant Fund, and the Conference Fund. This will occur no later than March 15 of every year.

Small Grant Format and Timeline

Organizations requesting money through the Small Grant Fund are required to submit a budget for their program request and for their organization's operating budget. The Small Grant form and examples are available in the Office of Student Activities.

In addition to meeting the Small Grant Fund eligibility requirements, this process requires the club/organization to make a formal presentation to the Small Grant Fund Committee to address the specifics regarding the request, receive an affirmative vote from the Committee, and have paperwork presented to the Business Manager in order to have funding awarded.

Conference Fund Format and Timeline

Individuals who seek financial support for conference attendance through the Conference Fund are required to provide information detailing the anticipated expenses for the event. This itemized listing should include conference fees, travel costs, hotel expenses, food costs, and costs associated with presenting (if applicable). This listing is to provide the committee with an overview of expenses incurred by the student even though all of these expenses are not covered by the Conference Fund. Additionally, applicants must include a thorough list of funding sources, to include any money received from scholarships or departmental grants, with their itemized expense listing. When granted, conference funding will be provided on a reimbursement basis only. Applications are available in the Office of Student Activities.

Given that conferences occur throughout the calendar year, multiple deadlines exist for applicants. These deadlines are based on the date of the conference and are divided into quarters.

- | | |
|--------------------------|---|
| 1 st Quarter: | For conferences occurring between September 15 th and November 30 th , the deadline for applying for funds is SEPTEMBER 1st* |
| 2 nd Quarter: | For conferences occurring between December 1 st and February 28 th /29 th , the deadline for applying for funds is NOVEMBER 1st* |
| 3 rd Quarter: | For conferences occurring between March 1 st and May 31 st , the deadline for applying for funds is FEBRUARY 1st* |
| 4 th Quarter: | For conferences occurring between June 1 st and September 14 th , the deadline for applying for funds is MAY 1st* |

Applicants will be notified within three weeks of the deadline whether or not they have been awarded funds.

*When dates fall on a weekend or holiday, the deadline is the following work day.

General Reserve Account

Any money not spent from any fund will be placed in the General Reserve Account (GRA), which is managed by the Student Affairs Business Manager. As is the case with the fees allocated, this reserve account will be separated into three sections. The first will hold any excess dollars from FEBs.

The second section of the GRA will be for the Small Grant Fund. Any excess dollars in this account at the end of the fiscal year will be placed in this section of the GRA. Any Small Grant dollars given to an organization but not spent by that organization will be placed in the GRA Small Grant section irrespective of the specific organization.

The final section of the GRA will be for excess money from the Conference Fund. Any allocated money not utilized during the fiscal year will be placed in this section of the GRA.

Money from these three sections of the GRA may be allocated through the Small Grant Committee*. However, money may only be utilized by the fund for which it was intended and only for one time only unanticipated expenses of a unique nature. Repeated appeals for the same request must be factored into the FEB's regular operational budget request for the following academic year. The Small Grant Fund of the GRA may be utilized when additional monies are needed because of a unique opportunity that will benefit the entire campus (e.g. a major speaker is available to come to campus during an unplanned time period). The Conference Fund GRA may be utilized when significant requests for conference support have shown additional money is needed to support our students academic, professional and personal development.

*Small grant members who also serve as executive board members of an FEB organizations may not vote on GRA requests.

SECTION IV – PART II

Use of University Name

No student organization may use the University's name without written authorization of the Director of Student Activities except to identify institutional affiliation. University approval or disapproval of any political or social issue may not be stated or implied by an organization. The official letterhead, stationery, logo, mascot or seal of the University may not be used in any publication, correspondence or other printed material prepared or distributed by the organization or its officers without prior submission of the material to and written permission from the Director of Student Activities. In the event that the name of the University is used in a letterhead on organizational stationery, it should appear below the name of the organization and in smaller type or at the bottom of the page. Use of regular University letterhead by student organizations is prohibited.

SECTION IV – PART III

Social Events and Functions

A. Activity Regulations

Social events or functions sponsored by recognized student organizations held on campus must be registered in accordance with the guidelines published in the *Student Activity Registration* form. These forms are available at the David Student Union Information Desk.

Recognizing the interaction of the University and the community, no social events or functions shall create a public nuisance. Prior security arrangements will be made with the University Police to ensure adequate measures are taken.

The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal acts either engaged in or knowingly permitted by the organization.

The sponsoring organization shall be responsible for any damage to its assigned facility, area and any University equipment used during the event (ex: tents, sound equipment, staging, etc.).

Events that imply any type of contract (i.e. auctions of any kind) will not be permitted unless exception is granted through the Office of Student Activities. For more information, please see the Student Organization Handbook.

Events requiring contracts for entertainment services or goods must be approved by the Office of Student Activities. Students and student organization cannot enter into any contractual obligation on behalf of the University or a recognized student organization.

Officers of the organization shall have primary responsibility for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.

The sponsoring organization(s) may require presentation of valid ID cards for admission to an event.

Officers of organizations are responsible for informing their advisors in advance of all functions sponsored by the organization.

Alcoholic beverage policies are based on the State of Virginia Liquor codes. The serving or use of alcoholic beverages at a University approved event must be done so in accordance with the CNU alcohol policy. Further information is available in the Student Organization Handbook.

Commercial enterprises of any kind (solicitations, sales, distribution, etc.) by students or student organizations are permitted on campus or in University buildings only with the approval of the Office of Student Activities.

B. Major Activities

Major activities must be scheduled at least three (3) weeks prior to the event date. Hosting major events on campus comes with a great responsibility for the organization. Major activities include,

but are not limited to, dances, concerts and large outdoor events. Final approval of any major activity sponsored by a student organization rests with the Director of Student Activities, or designee.

In order to ensure the success of the event, organization representatives are required to schedule and attend a meeting with the Director of Student Activities, or designee at least ten days prior to the event. At this meeting the following will be discussed:

- campus safety
- financial obligations and paperwork
- physical plant needs
- staffing
- set-up and clean-up
- catering or food service needs
- equipment needs (tables, chairs, etc.)
- advisor awareness and involvement

SECTION IV – PART IV

Catering Events

Priority for catering of events held on campus must be given to CNU Auxiliary Services. CNU Catering has the right of first refusal for any events held on campus.

Groups wishing to hold food sales, including bake sales, must meet with the Scheduling Office to determine if a health permit from the City of Newport News will be required.

SECTION IV – PART V

Advertising

Posting Policy

The authority of these guidelines rests with the Office of Student Activities until such time that authority is transferred to a student government organization.

Posting guidelines for all residential facilities are set by the Office of Residence Life. Questions should be directed to the Director of Residence Life at 594-7125.

Posting in the David Student Union is monitored by the management of the David Student Union. Questions regarding the David Student Union posting policy should be directed to the management of the David Student Union at 594-8886.

SECTION IV – PART VI

Alcoholic Beverages and Other Controlled Substances

A. Alcoholic Beverages

Members of the University community are accountable for their decisions regarding their use of alcohol as well as their behavior, which occurs as a result of these decisions. In this context, members of the University community are reminded of the following information:

B. State Statutes

The Commonwealth of Virginia and the Virginia State Alcoholic Beverage Control Board have enacted a variety of laws and regulations that govern alcoholic beverages. They are summarized as follows:

Persons under the age of 21 are prohibited from possessing or consuming beer, wine, liquor, or other alcoholic beverages. Persons in violation of this statute may be fined up to \$2,500 and imprisoned for a period not to exceed 12 months. In addition, such person's Virginia driver's license may be suspended for a period of not more than a year.

Persons may be fined up to \$250 if found drinking in public or publicly intoxicated.

Persons found in possession of a false driver's license may be fined up to \$2,500 and imprisoned for a period not to exceed 12 months, or both.

Persons attempting to purchase alcoholic beverages with a false driver's license may be fined up to \$500 and will have their driver's license revoked for a period not less than thirty days nor more than one year.

It is illegal to serve or sell alcoholic beverages to persons who are intoxicated or suspected of being under the legal drinking age. Individuals determined to be intoxicated are prohibited from remaining in an area where alcoholic beverages are served. Persons found in violation of these statutes may be fined up to \$2,500 and imprisoned for a period not to exceed 12 months, or both.

It is illegal to drive under the influence of alcoholic beverages. Individuals, over the age of 21, are considered impaired if their blood alcohol content (BAC) is .08 percent or higher. Persons with a BAC of .08 percent or higher or persons refusing a breath test will have their driver's license automatically revoked. Individuals under the age of 21 are considered impaired if their BAC is .02 percent or higher.

It is illegal to purchase alcoholic beverages from any person not licensed to sell them. It is also illegal to sell alcoholic beverages without the appropriate license. Finally, it is illegal to consume alcoholic beverages in any unlicensed public area.

C. Policy

Christopher Newport University fully complies with the alcohol regulations of the Commonwealth of Virginia. All state laws apply to CNU students, faculty and staff. These laws prohibit possession and consumption of all alcoholic beverages by persons less than 21 years of age on all University grounds and in all University buildings except as expressly permitted within this policy. CNU Dining Services maintains a liquor license in accordance with state ABC board regulations for the purposes of conducting catered events.

D. Regulations

In compliance with the laws of the Commonwealth and in response to the recommendations from the CNU Alcohol Task Force, possession or consumption of alcoholic beverages on the CNU campus is limited in the following ways:

1. The sale or service of alcohol may be permitted on campus where not restricted by law or University policy. Alcohol sold or provided at events on campus will be governed by the following guidelines.
 - a. Permission for alcohol sale or service at events sponsored by CNU faculty, staff or students will be granted by the appropriate dean or administrative vice president or by the university president.
 - b. When alcohol is being served, food and sufficient non-alcoholic beverages must be offered.
 - c. Catering Services, to include bar service, will be provided through CNU Catering.
 - d. When the event is sponsored by a student organization, student leaders from the sponsoring organization are required to attend or have previously attended the risk management workshop sponsored by the Office of Student Activities. When the event is sponsored by an academic or administrative department, the leadership of the sponsoring department must have attended the risk management training offered during Getting Started Week or must attend a risk management workshop.
 - e. Appropriate safety and security staffing will be determined by the CNU Chief of Police in consultation with the appropriate dean, vice president, or director. Costs will be charged to the sponsoring organization for services necessary, which may include door security and personnel needed to verify identification.
2. Alcohol is not permitted in University housing; this policy applies to all students and their guests regardless of age.
 - a. Alcoholic beverages and alcoholic beverage container displays are prohibited.
3. On campus alcohol consumption associated with athletic competitions may be permitted under special circumstances and must follow specific guidelines available through the Dean of Students.

E. Accountability

Members of the University community who decide to serve or to consume alcoholic beverages are reminded that they are personally responsible for their conduct under all circumstances. Intoxication or ignorance of the law does not release an individual from that responsibility. Violations of University policy occurring under such circumstances will be treated as any other violation. Violations of state law also may be referred to the University Police. All referrals are investigated by University Police. The investigation may result in the arrest or the issuance of a criminal uniform summons and require the student to appear in criminal court. Any student found in violation of State law or University policy related to alcohol or alcohol consumption may be subject to parental notification.

F. Controlled Substances

Christopher Newport University is committed to protecting the health, safety and welfare of the citizens it serves by assuring that a drug-free culture is maintained, enabling the mission and goals of the University to be obtained in a drug-free environment. In compliance with this commitment, the federal Drug-Free Work-Place Act of 1988 and the Drug-Free Schools and Communities Act of 1989, every member of the University community is encouraged to be aware of the following:

G. State Statutes

The following is a summation of statutes governing the Commonwealth of Virginia relative to controlled substances. The Code of Virginia classifies criminal offenses in §18.2-9, for the purpose of punishment and sentencing. The Code identifies six classes of felonies, which are the

most serious criminal acts and which result in the most severe sanctions. The punishment for a felony violation can range from a term of imprisonment no less than one year (class 6) up to death (class 1). Misdemeanor violations are categorized into four classes. The most serious misdemeanor (class 1) is punishable by a term in jail of up to one year and a fine of up to \$2,500. Class 1 misdemeanor offenses include general assault, driving under the influence of alcohol or drugs (first offense), shoplifting, disorderly conduct, manufacture of a false identification, hazing, larceny under \$200, stalking, receiving stolen property, placing threatening telephone calls, trespassing and others.

Manufacturing, selling, giving, distributing, or possessing with intent to manufacture, sell, give or distribute a controlled substance or imitation controlled substance is a class 6 felony and is prohibited by the Code of Virginia and University policy. Persons in violation of this statute where the controlled substance is classified as Schedule I or Schedule II, upon conviction, may face imprisonment for not less than five years nor more than 40 years and may be fined not more than \$500,000. Second or subsequent convictions may lead to imprisonment for not less than five years up to life and a fine of not more than \$500,000. Persons in violation of this statute where the substance is classified in Schedules III, IV, or V or is an imitation controlled substance, if convicted, shall be guilty of a Class 1 misdemeanor.

It is unlawful for any person to sell, give, distribute, or possess with intent to sell, give, or distribute marijuana. Those persons convicted of violating this statute with not more than one-half ounce of marijuana are guilty of a Class 1 misdemeanor. Those with more than one-half ounce, but not more than five pounds, if convicted, are guilty of a class 5 felony punishable by imprisonment of not less than five years no more than 30 years. Any person who manufactures or possesses marijuana with the intent to manufacture such substance not for his own use, if convicted, is guilty of a felony punishable by imprisonment of not less than five or more than 30 years and a fine of not more than \$10,000.

It is illegal for any person to knowingly or intentionally possess marijuana unless the substance is obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice or except as otherwise authorized by the Drug Control Act. Persons in violation of this statute shall be guilty of a misdemeanor and be confined to jail not more than thirty days and a fine of not more than \$500, either or both. Persons, upon second or subsequent violations, shall be guilty of a Class 1 misdemeanor.

It is illegal to operate a motor vehicle, engine, or train while under the influence of alcohol, controlled substance, or other intoxicants. Persons suspected of being under the influence may be required to submit to tests to determine the alcohol and/or drug level of his/her blood. Failure to submit to the test may result in revocation of driving privileges.

Personal property used in the commission of a crime related to possession, use, sale, distribution, or manufacture of controlled substances might be confiscated by law enforcement officials.

H. Policy

The unlawful manufacture, possession, use or distribution of illicit drugs and controlled substance and the unlawful possession, use, or distribution of alcohol on Christopher Newport University property is prohibited. Students found responsible for possessing, using, distributing, or selling

controlled substances will face serious disciplinary action, which may include suspension or dismissal from the University for a first offense.

I. Education

Throughout the year, CNU provides a variety of educational programs designed to increase student, staff and faculty awareness and knowledge about alcohol and other controlled substances. Most of these programs are offered free of charge and are open to members of the University community as well as the greater community.

J. Accountability

Members of the University community who decide to manufacture, possess, distribute or use illicit drugs and controlled substances are reminded that they are personally responsible for their conduct under all circumstances. Ignorance of the law does not release an individual from that responsibility. Violations of University policy occurring under such circumstances will be treated as any other violation. Violations of state law will be referred to the University Police.

University Police will conduct a criminal investigation. In the event that probable cause exists, the student may be arrested or issued a criminal uniform summons. Any student found in violation of State or University policy related to controlled substances may be subject to parental notification.

K. Intervention and Prevention

The University provides a variety of resources for those with questions or concerns about the use or misuse of alcoholic beverages and controlled substances. Resources include:

Office of Counseling Services
72 Shoe Lane
757/594-7047

University Health and Wellness Services
James River Hall
757/594-7661

Confidential inquiries about community health groups and treatment programs can be made to the Office of Counseling Services. Local support groups include the following: Alcoholics Anonymous, AlAnon, and Alateen.

SECTION IV – PART VII

Freedom of Expression

Universities occupy a unique place in our society. They are institutions of higher learning dedicated to the discovery and dissemination of knowledge and, in that capacity, they assign a high priority to the freedom of speech. At the same time, public colleges are governmental entities and they must balance that important freedom with other legitimate goals and objectives, including the maintenance of a safe, lawful, and orderly environment.

As an instrumentality of the Commonwealth of Virginia, Christopher Newport University is committed to its constitutional obligations to respect rights of expression. AS an institution of higher learning, the University embraces academic freedom and the open exchange of diverse ideas, and is committed to its priority educational objectives of teaching, learning, and student success. Finally, as an institution accessible to the public, the University does not intend to restrict the exercise of these rights by members of the University Community (currently registered and enrolled students, University faculty, and University staff members). However, all members of the University community share a responsibility to respect conceptions that preserve the freedom to learn.

1. Unlawful Expression

The University does not permit expression that is not protected by law. Such expression includes, but is not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, gross disobedience of legitimate rules, copyright, or trademark violation, criminal or civil harassment, sexual harassment, trespass, and false advertising.

2. Maintaining Orderly Operations

No person may engage in expressive conduct that has the effect of disrupting or preventing the orderly conduct of the University mission, program, function, or activity. This includes, but is not limited to, the following: (1) blocking the legitimate activity of any person on the University campus or in any University building; (2) constituting or inciting a violation of law; (3) impeding; (4) blocking the flow of pedestrian or vehicular traffic; and (5) conduct likely leading to an unsafe or unhealthy condition.

3. Distribution of Literature

Persons wishing to arrange booths or tables for distribution of literature explaining their point of view may do so in areas designated for those purposes. Reservation of booths or tables may be arranged with the Scheduling Office by calling (757) 594-7018.

4. Demonstration

Demonstrations and picketing by members of the University community do not violate University policy unless they interfere with University functions, violate the rights of others, or break the law. Any individual or group who is not a member of the University community and who is demonstrating, picketing, or participating in similar activities on campus will be asked to leave by any University official. If such an individual or group refuses to leave when asked, he/she will be subject to arrest. A demonstration is defined as the assembly of a group of persons to express their views on an issue. Picketing is defined as patrolling a building or area with or without carrying signs or handbills. The University requires notification of picketing or demonstrations 10 business days prior to the event with the CNU Scheduling Office by calling (757) 594-7018. When a demonstration is planned or announced under the sponsorship of a University club or organization, group leaders must meet with the Director of Student Activities, or designee, prior to the event to be advised of their responsibilities in maintaining order.

Demonstrations and Picketing are limited to a designated area on the Great Lawn. The boundaries of this area are defined as approximately 20' x 20' on the west side of the David Student Union sidewalk and no closer than 20' to any adjoining sidewalk.

Demonstrations or picketing within University buildings or at other location on the University campus is prohibited. Interference with ingress and egress from institutional facilities, presenting obstacles to normal University activity, damage to property, or interference with free movement is not permissible. "Interfering with free movement" is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area, or disorderly or abusive conduct as defined in individual policies in the student code of conduct. "Obstacles" are defined as physical devices, bodies, or signs, which cause interference with free movement, or sounds that prevent normal aural communications.

SECTION IV – PART VIII

Harassment

Harassment of all kinds that is directed at an individual is reprehensible and will not be tolerated by the University. Such behavior subverts the mission of the University and threatens the careers, educational experiences, and well being of all members of the community. When, through fear of reprisal, a student, faculty member, or staff member tolerates such behaviors, the University's ability to carry out its mission is undermined. For more specific information, please see Section II, 15 of the University Handbook.

SECTION IV – IX

Hazing

Hazing is a criminal offense in the Commonwealth of Virginia. Hazing is a serious violation of University policy and is prohibited in all forms. This policy is based upon the proposition that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations and individuals. Concurrently, the NCAA North American Interfraternity Conference, the National Panhellenic Conference and the National Pan-Hellenic Council state unequivocally that hazing has no place in the collegiate organizations they govern. In determining whether a specific behavior violates the hazing policy, consideration will be given to the behavior's relationship to the University's mission and purpose.

Hazing is defined as any mental or physical requirement, request, or obligation placed upon any person which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading, or which violates any federal, state, local statute or University policy, the willingness of an individual to participate in such activity notwithstanding. Examples include, but are not limited to, tests of endurance, any brutality of a physical nature, such as whipping, beating, branding, forced or encouraged calisthenics, exposure to the elements, forced or encouraged consumption of any food, liquor, drug, or other substance, exposure of members or prospective members to potentially dangerous or hazardous circumstances, activities that have a foreseeable potential for resulting in personal injury, such as drop-offs, or any activity which by its nature is so profound that it would have a potential to cause severe mental anxiety or distress, such as sleep deprivation, forced or encouraged exclusion from social contact, forced or encouraged conduct which could result in extreme embarrassment, panic, degradation, or any other forced or encouraged activity which could adversely affect the mental health or dignity of the student.

The officers, principally the president or chairperson of each organization, are responsible for informing members and prospective members of this hazing policy each semester. The Office of

Student Activities and the Center for Honor Enrichment & Community Standards are excellent resources regarding hazing behavior and prevention. Violations of the hazing policy should be reported to the Director of the Center for Honor Enrichment & Community Standards.

SECTION IV – PART X

Sexual Misconduct

Christopher Newport University is a community of trust and respect whose existence depends on strict adherence to standards of conduct set by and for its members. CNU recognizes its obligation to uphold the laws and standards of the community of which it is a part. Sexual misconduct is a serious violation of these standards and will not be tolerated. Punishable by both civil and criminal legal action, sexual misconduct is a serious violation of University policy. The University Judicial System adjudicates, typically at the request of the complainant, all cases involving sexual misconduct where the accused is a Christopher Newport University student. CNU encourages all complainants to prosecute to the full extent of the law.

Sexual misconduct in the Student Code of Conduct is defined as a violation of the abusive conduct policy (*refer to Section II-PART II, A. 1.*). Depending on the circumstances of the case, students who are found in violation of the abusive conduct policy may receive sanctions, which include suspension for one or more semesters or dismissal from the University.

A. Resources

The following are available to complainants:

1. University Health and Wellness Services
2. The Office of Counseling Services
3. Director of the Center for Honor Enrichment & Community Standards
4. Director of Equal Opportunity and Faculty Recruitment
5. Dean of Students

Students who feel they have been a victim of a sexual assault should first seek appropriate medical attention as soon as possible. Every effort should be made to find the emotional support necessary. Physical and other medical evidence should be collected even if the student has not yet decided what, if any, course of action will be taken against the alleged assailant. Students can go to Riverside Hospital, located on J. Clyde Morris Boulevard for medical assistance.

B. Judicial Action

Students who feel they have been sexually assaulted have several legal options to explore. Within the University community, survivors are encouraged to complete an incident report. The student filing the complaint should be willing to testify at all judicial proceedings. A complete review of the University judicial process can be found in Section II under the heading “The University Judicial System.” Specific information can be found under the heading “Sexual Misconduct Hearing Panel.”

Civil and criminal action may also be taken through the appropriate court system. Initiating criminal or civil action against the accused does not preclude the complainant from pursuing University judicial action.

SECTION IV – PART XI

Wheeled Transportation

It is Christopher Newport University's goal to provide regulations for a safe and convenient environment for bicycles and other wheeled transportation, including but not limited to, skateboards, in-line skates, scooters and motorized carts, while at the same time providing for the safety of all members of the campus community.

Operators are required to operate at speeds that are prudent and reasonable under existing conditions. No person is allowed to operate any wheeled transportation inside any building or on any pedestrian ramp. In any circumstance, anyone using a form of wheeled transportation must yield the right of way to pedestrians. In addition, the use of skateboards and in-line skates may be restricted in certain areas. Furthermore, no bicycle or other form of wheeled transportation shall be parked, stored or left standing inside stairwells, hallways, foyers or any other location that violates federal, state or local fire and safety regulations. Use of motorized scooters of any kind are prohibited on the CNU campus. Assistive devices are permitted.

SECTION IV – PART XII

Movies and Television Copyrights

The purpose of this statement is to educate and outline options for CNU students and student organizations regarding the use of movies and television in programming events. Any showing of movies or television programs at CNU must abide by copyright laws and the following guidelines:

What is the law?

- The Federal Copyright Act (Title 17, U.S. Code) governs the use of copyrighted material, especially how that material is used publicly.
- It is illegal to *publicly* display movies and other copyrighted materials without permission (in the form of a license) from the copyright owners, who are usually the movie studios.
- **What is a “public performance”?** To perform copyrighted materials publicly is “to perform or display it at a place open to the public or *at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.*” (1 Residence Life Cinema. *Film and Copyright Infringement: An RA's Guide to Legal Movie Usage*. Swank Motion Pictures. St. Louis. 2005)

What is illegal according to copyright law?

- Playing a movie on DVD or VHS as part of a program, event or meeting, or playing it in a public place so that it fits the legal definition above, is illegal without a purchased license.
- This restriction also applies to programs recorded off of a television to be shown later.

What is NOT illegal according to copyright law?

- Programs that involve the viewing of television programs are fine.

- Other programs involving movies, so long as a license for public showing has been purchased by ORL or CNU.
- Showing the video in “face-to-face teaching activities” (section 110.1 of The Copyright Law) where the video is directly related to the class and an instructor is present.

Other Questions/Information

- **Can I watch DVDs and movies in my room?** Of course. Any movies owned by students (either purchased or recorded) are theirs for *private* viewing. It is perfectly acceptable to watch movies inside rooms/apartments alone or with friends. However, if a student or student organization have a large number of people, invite the entire membership of the club or promote the event on campus through any form of advertising it becomes a public performance.
- **Are the lounges in the residence halls “public” areas?** Yes, any movies shown in hall lobbies, floor study lounges, or areas like this are considered “public” areas. Even though many students still consider these areas part of their “home” while at CNU, only the individual rooms/apartments are considered “private” for the purposes of copyright law.
- **Is there an educational exception to copyright law?** Yes, but it is very narrow. In order to qualify for the exception, the material must be:
 - From a legitimate copy
 - Part of the course curriculum/syllabus
 - Shown by the instructor or the students
 - Shown in a classroom or place reserved for academic instruction
 - Shown at a non-profit institution
 - Shown only to teachers, students or relevant guestsALL of the conditions mentioned above must be met to claim this exception.

If I advertise the movies without using the movie titles, do I violate copyright law? How a movie program is advertised does not affect whether or not a showing is “public” or provide protection from copyright law. Advertising a program as, for example, “Tom Cruise Night,” does not provide protection from copyright laws.

How to Obtain a Public Performance License

You can obtain a license by contacting the Office of Student Activities. A license does require a fee and those fees vary based on the particular video and the nature of your event.

SECTION IV – PART XIII

Medical Transportation

Emergency transportation to Riverside Hospital or a military hospital (for students with military benefits) should be via ambulance for safety reasons. Students without their own mode of transportation and unwilling to be transported by ambulance can request taxi service.

Students seeking transportation to or from a medical appointment or pharmacy are encouraged to use their own transportation, seek assistance from a roommate, suitemate or friend, or take a local bus or taxi service.

Students needing transportation from Riverside Hospital to campus after receiving medical attention can contact Yellow Cab Service. Yellow Cab has been authorized to transport students from Riverside

Hospital to the CNU campus at no charge to the student. Valid CNU identification must be shown to the driver.

It is not usual or customary for employees of the University to provide transportation for students in need of medical assistance.

SECTION V

Academic Regulations Pertaining to Students with Disabilities

A. Introduction

1. Christopher Newport University's commitment to provide an environment where all students can achieve their educational goals includes students with disabilities. The Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Virginians with Disabilities Act make this commitment a legal imperative. In order to comply with these Acts, educational programs and services offered to other students must be accessible to students with disabilities.
2. A person meets the definition of disabled if the person has a physical or mental condition that substantially limits one or more major life activities. Conditions that may meet the criteria include but are not limited to the following: AIDS, arrested addictions, cancer, diabetes, dyslexia, epilepsy, emotional disorders, gastrointestinal disorders, head injury, hearing impairments, heart disease, learning disabilities, mobility impairments, muscular disorders, orthopedic impairments, visual impairments, neurological disorders, perceptual impairments, psychological disorders and speech impairments.
3. Reasonable accommodations must be made in instructional delivery and evaluation methods to ensure full educational opportunities. The means of achieving this goal are not simply a matter of individual faculty judgment. There is a body of knowledge related to the educational needs of students with disabilities that must be applied to individual cases. While students with disabilities may need special accommodations or learn in different ways, their differences do not imply inferior capacities. Students with disabilities must qualify on the same standards for admission, the same placement tests, and meet the same prerequisites as any other student. However, they may need reasonable accommodation in facilities, methods of presentation, and methods of testing and evaluation. Because individual majors, courses, and teaching styles interact differently with the strengths, disabilities, and compensating strategies of individual students, each situation may require a different approach.
4. Students with disabilities should contact the Dean of Students at 594-7160, well before the beginning of the semester. The disabling condition and accommodations are determined by a review of appropriate information. A student has the right to withhold disclosure, but the requirement for reasonable accommodation by the University begins at the time the student's need for accommodation is determined and is not retroactive.
5. In order to provide reasonable accommodation in the classroom, students are obligated to make their faculty members aware of their needs and the faculty members are obligated to accommodate reasonable needs. In order to enhance student awareness about services to students with disabilities, verbal announcements by instructors and statements in their syllabi are desirable means of encouraging students to reveal their disabilities. A statement such as the following is recommended:

If you believe that you have a disability, you should make an appointment to see the Dean of Student to discuss your needs. In order to receive an accommodation, your disability must be on record with the Dean of Students, who is located in the Student Affairs Suite on the 3rd floor of the David Student Union (Telephone 594-7160).

Faculty members should not speculate about a disability or imply a belief that a disability is responsible for any aspect of the student's performance or behavior. The diagnosis of a student's disability will be clarified by the Dean through the process of determining needs and reasonable accommodations.

B. Rights and Responsibilities of Christopher Newport University

1. CNU has the right to identify the abilities, skills and knowledge necessary for success in its programs and to evaluate program participants on this basis.
2. CNU has the right to evaluate student performance against standards that are fundamental to its academic programs and courses.
3. CNU has the right to request and receive appropriate documentation supporting requests for accommodations. CNU has the right to require additional testing or other information to clarify or corroborate the information identifying a disability and suggested accommodations. CNU has no responsibility under the law to provide reasonable accommodation for a disability until the student has provided evidence of the existence of that disability and requested reasonable accommodation.
4. CNU has the right to refuse an accommodation that would fundamentally alter the quality of a student's academic program.
5. CNU has the responsibility to maintain academic standards that are fundamental to providing quality programs while ensuring the rights of individuals with disabilities.
6. CNU has the responsibility to make recruitment information and activities accessible (in both formats and facilities).
7. CNU has the responsibility to evaluate a student's performance in ways that accurately reflect his/her abilities, not the impact of a disability. However, in a limited number of cases, a disability may impact a student's performance in such a way that alternate evaluation will not overcome the disability. For example, a student may be required to perform an emergency medical procedure within a certain time period. A disability that would prevent students from meeting the time requirement would mean that the student should not be in the course.
8. CNU has the responsibility to adjust, substitute, or waive any academic requirements that unfairly discriminate against a student with a disability if they are not essential to the integrity of the student's academic program.
9. CNU has the responsibility to ensure the privacy rights of students regarding their disabilities.

10. CNU has the responsibility to make reasonable accommodations for a student with a disability in the delivery, instructional method, and evaluation system of a course and should inform both its applicants and students about availability of services and accommodations.

C. Rights and Responsibilities of Students with Disabilities

1. Students with disabilities that substantially limit one or more major life activity have the right to reasonable accommodations. Accommodations may include, but are not limited to, modifications in course locations, testing procedures, instructional methodology, evaluation and access to University facilities, programs and services.
2. Students have a right to information. Information concerning procedures, facilities, possible accommodations, services or other aids should be readily available to students.
3. Students have a right to privacy. Students have a right to have the details concerning their disabilities maintained in a confidential manner. Documentation regarding the details of a disability will be maintained with the Dean of Students. Faculty members are entitled to know the type of disability and the nature of reasonable accommodations. Details of a disability will be provided to faculty only in rare circumstances.
4. Students have a right to participate in all University activities provided they can perform what are considered essential aspects of the activity or program.
5. Students with disabilities have the responsibility to maintain academic standards and follow procedures established by the University.
6. Students have the responsibility to make their needs known to the Dean of Students in order to be considered for reasonable accommodations. Students must follow established procedures to determine their needs and the type(s) of accommodations needed. After their needs are determined, students are expected to communicate with administrators and faculty any accommodations that are needed to participate in University activities.
7. Students have a responsibility to provide recent and accurate documentation. Students are responsible for providing the University with documentation describing the status of their disabilities and the nature of needed accommodations. Such documentation should come from an appropriate professional or qualified individual and should be dated no earlier than three years prior to enrollment.
8. Students have a responsibility to make accommodation requests in a timely fashion. When possible, it is imperative that students initiate the process well before the beginning of the semester in which services are requested. Failure to do so may result in unfortunate delays.
9. Students have a right to be informed of procedures for initiating an internal appeal of a decision by the institution regarding accommodations; and have the responsibility to follow published procedures for filing an appeal.

SECTION VI

Policies Regarding the Use of the University's Computing and Communications Systems

A. Statement of Policy

This is a statement of policy regarding the use of CNU computer and communication facilities, including voice, data and video. It relates to the use of telecommunications equipment (including using computer networks internally and using the Internet) as well as mainframe, midrange, minicomputer, workstation and personal computer systems. It, therefore, covers all activities involving computing and communication facilities at CNU.

Every student is expected to know and to follow university policy in this area. The only activities not covered are those solely involving personal property—property that does not in any manner make use of access to internal networks or to the Internet or to any other equipment owned by the University.

B. General Purpose

University communication and computing resources are intended to support the educational, research and public service missions of the University. All acceptable use of these resources must be in accord with the University Honor Code and with the policies outlined in this Student Handbook as well as with relevant local, state, federal and international laws and regulations.

1. Acceptable use must demonstrate respect for:

- the rights of others, including the right of privacy;
- intellectual property rights (e.g., as reflected in licenses and copyrights);
- ownership of data;
- system mechanisms designed to limit access; and
- individuals' rights to be free of intimidation, harassment and unwarranted annoyance.

2. Policy towards Violations

- CNU regards any violation of this policy as a serious offense
(See Enforcement Regulations below).

C. General Principles for Use of Information Systems at CNU

1. Access to Computer Systems and Networks

Access to computer systems and networks owned or operated by CNU imposes certain responsibilities and obligations and is granted subject to University policies, and local, state and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for individuals, intellectual property, ownership of information, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

2. Specific Guidelines for Acceptable Use

In making acceptable use of resources, you must:

- use resources only for authorized purposes;
- protect your user ID and the system from unauthorized use. You are responsible for all

activities taking place under your user ID or that originate from your system;

- access only information that is your own, that is publicly available, or to which you have been given authorized access;
- use only legal versions of copyrighted software in compliance with vendor license requirements;
- be considerate in your use of shared resources--refraining from monopolizing systems, overloading networks, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals or other resources.

3. Unacceptable Use

In making acceptable use of resources you must NOT:

- use another person's system, User ID, password, files or data without permission.
- allow others to access the CNU computing system via your user name.
- use computer programs to decode passwords or to access control information.
- attempt to circumvent or to subvert security measures.
- engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
- use University systems for commercial or for partisan political purposes.
- make or use illegal copies of copyrighted software, store such copies on University systems, or transmit them over University networks.
- use mail or messaging services to harass or to intimidate another person, for example, by broadcasting unsolicited messages, by sending unwanted mail, or by using someone else's name or User ID.
- waste computing resources, for example, by intentionally placing a program in an endless loop, by using excessive amounts of paper through printing needlessly, frivolously, or for amusement, or by sending chain letters.
- use the University's systems or networks for personal gain, for example, by selling access to your User ID or to University systems or networks, or by performing work for profit with University resources in a manner not authorized by the University.
- publish Web pages that use or attach the University name to material that is not appropriate to the University's educational, research or service mission.
- engage in any activity that does not conform to the General Principles statement above.
- attempt to conduct a scan of network or computer systems to determine vulnerability of those systems.

This applies to CNU systems as well as personal computers within the residence halls or in use on other areas of campus, regardless of intent.

D. Protecting Electronic Access Privileges

1. General Policy Statement

The University is responsible for assuring the integrity of its computing systems. At the same time, the University strives to provide an open, accessible communications network in order to maximize the functionality and usefulness of these resources. The integrity of shared computing resources depends upon responsible behavior on the part of the users.

2. The Password or PIN; the User name or User ID

Computing systems are protected by a system of electronic authentication and authorization procedures that rely on user passwords (PINs) and user names (user IDs) for validation. It is

the responsibility of all computing and network users in the University community to safeguard the access privileges granted to them.

- a. The owner of a user password (PIN) and user name (user ID) is accountable for its use. It is the owner's responsibility to protect the integrity of accessible systems and to preserve the confidentiality of accessible information as appropriate.
- b. Unauthorized electronic access is prohibited.
- c. Guidelines for managing your password
 - Passwords should be managed solely by the owner.
 - Passwords should remain confidential.
 - Passwords should be changed periodically (at least once every 3 months is required) and at any time there is a reason to suspect a password has been compromised.
 - Passwords should follow guidelines issued by the granting agency of the University.
 - Passwords should never be displayed, printed, or otherwise recorded in an unsecured manner.
- d. Reporting Suspected Security Breaches
Anyone who has reason to suspect a breach of established security policy or procedure should promptly report it to the appropriate Dean, Director, Department Head, or to the Information Technology Services Department.

E. Enforcement Regulations

1. User Responsibility

All users of University computing resources are responsible for being aware of University policies governing computing and communications resources.

2. Minor Infractions

Violations of these regulations will be referred to the University Committee on Student Discipline (UCSD), with a recommendation for disciplinary action subject to review and final action by the Dean of Students and a representative of either the Information Technology Services Department or the Department of Physics, Computer Science and Engineering. If it is appropriate, cases may be referred to the Honor Council. Disciplinary action may range from University sanctions to recommendations for legal action. If the UCSD finds that an offense may be in violation of the law, offenders may be prosecuted under the laws and regulations of the City of Newport News, the Commonwealth of Virginia, and the United States of America.

OPPORTUNITIES FOR UNIVERSITY INVOLVEMENT

For a complete list of clubs and organizations, please visit the Student Activities website at <http://studentlife.cnu.edu/studentorganizations.htm>

RESOURCE OFFICES

OFFICE OF ADMISSIONS

Administration Building, Room 112

757/ 594-7015 [Toll Free: 800/ 333-4268]

Fax: 757/ 594-7333

Email: admit@cnu.edu

Dean: Patricia Patten

The admissions policies of Christopher Newport University (CNU) are affirmed annually by the Board of Visitors. The Office of Admissions provides the following services: reviews and acts on freshman applications for admission to the University; provides general counseling related to the admission process and high school course selection; makes referrals to academic departments for academic advising; provides guided tours of the campus; distributes University publications and determines eligibility for in-state tuition privileges.

It is the policy of CNU to admit students whose ability and preparation indicate potential for success in the programs of study offered. CNU is committed to equal access and opportunity for all persons. Admission to CNU is selective and reserved for the best-qualified applicants on a space available basis. Students may be admitted to the University beginning in the fall or spring semesters. Applicants are encouraged to apply well in advance of the term in which they wish to attend, especially first-year students and transfers who plan to live on campus.

Summer Session

The Summer Session consists of several terms, beginning in early May and ending in early August, and is not a part of the University's regular academic year. Those interested in attending the summer session should review the *Summer Schedule of Classes*, available on our website (www.cnu.edu).

Freshman Admission Requirements

Admission to Christopher Newport University is selective and increasingly competitive. Space is limited in each entering class and admission is reserved for the best-qualified applicants. General requirements for freshman admission are:

1. Since Christopher Newport University emphasizes strong academic preparation, freshman applicants are expected to have completed a college preparatory curriculum, such as Virginia's 24-unit Advanced Studies Diploma (ASD) program, or its equivalent. This program requires four units of English, three units in the social sciences, four units in mathematics, three units in science, and either three units in one foreign language or two years of two foreign languages. (Three years in one foreign language is preferred.) The mid-range for successful applicants is a 3.3-3.9 GPA and a 1100-1280 SAT. Each applicant is reviewed individually.
2. The University requires either SAT (Scholastic Assessment Test) or ACT (American College Test) scores and will accept the best of multiple tests. An ACT without a writing sample is also accepted.
3. Test optional admission is available to applicants who have achieved a 3.5 or better GPA on a 4.0 scale. Since these applicants do not submit standardized test, they must provide a personal statement and a recommendation.

4. Degree-seeking applicants must submit a non-refundable \$45 application fee.

Transfer Admission Requirements

Admission to Christopher Newport University is selective and competitive. Space in each class is reserved for the best-qualified applicants. Selection for admission is also dependent on a student's preparation for their intended field of study. Applicants must demonstrate acceptable achievement in college level math and English composition. Transfer applicants must be in good academic and disciplinary standing and eligible to return to the last college or university attended.

Documentation Requirements for Transfer Applicants

The following documentation must be submitted in addition to the application for admission:

1. Submit a \$45 CNU application fee.
2. Applicants must send an official copy of their secondary school record and SAT or ACT scores sent to the Office of the Registrar. SAT or ACT scores are considered only if the applicant graduated from high school within the last five (5) years. Applicants in the first semester of college work also should have mid-semester grades sent to the Office of the Registrar, if available.
3. Applicants must also request that all colleges attended submit official transcripts to the Office of the Registrar. Transfer applicants who are enrolled elsewhere when they apply may be admitted upon review of a partial transcript, but a final offer of full admission will not be made without an official transcript.
4. **Concealment of previous attendance at another college or university is cause for cancellation of the student's admission and registration. New or readmission applicants who have been suspended or placed on probation from Christopher Newport University or any college or university for non-academic, social or disciplinary reasons may be denied admission to the University.**

Please note: New transfer students will be required to complete at least 45 semester hours at CNU.

Readmission to the University

Students must apply for readmission if they do not enroll for two consecutive regular semesters (fall and spring). All academic records are considered, including work completed during the student's absence from CNU. Competitive admission standards in effect at the time of readmission are used. Students who left the University while not in good standing are referred to the Suspension and Reinstatement Procedure section of the university catalog. **Please note that reinstatement does not guarantee readmission.**

CNU Welcomes Visitors!

Freshman admission information sessions are available Monday through Friday at 10 a.m. and 2 p.m., followed by campus tours led by one of our students. Saturday visitors should plan to join us at 11 a.m. The office is closed for major holidays.

If a prospective student wishes to meet with a professor in his/her particular area of interest they may request an appointment when they call for a tour time. CNU Admissions may be reached at 800-333-4268 or 757-594-7334 for campus visits or at 757-594-7015 for general information.

DEPARTMENT OF ATHLETICS

Freeman Center

757/ 594-7025

Director: C. J. Woollum

Intercollegiate Athletics

The University's athletics program was founded in the early 1960's but has become nationally renowned over the last two decades. The women's track and field team won six consecutive NCAA Division III National Championships in the late 1980's and now has a total of 12. Since 1980, CNU has produced more than 500 Division III All Americans and more than 70 individual national champions. These recipients have participated in men's and women's basketball, men's and women's soccer, softball, men's tennis, golf, baseball, cross country, volleyball, field hockey, football, and track & field. Men's basketball player Lamont Strothers became just the seventh Division III player ever to appear in an NBA game when he played for the Portland Trail Blazers. In addition to participating in NCAA championships, the University has hosted 15 NCAA Regional basketball games, 4 NCAA South Regional Cross Country Championship meets, as well as the 1983 and 1991 National Championship meets. Additionally, CNU has hosted 3 NCAA playoff games in football, 8 in women's soccer, 7 in men's soccer, 2 in women's lacrosse and 1 in field hockey.

As a measure of the overall strength of the athletics program, the University has won the USA South Conference (formerly the Dixie Conference) President's Cup, symbolic of the top overall athletics program, for 12 straight years from 1998 – 2009 and 18 of the past 26 years.

The University competes in 22 varsity sports. Those offered for men include:

baseball	basketball	cross country
indoor track and field	sailing (co-ed)	soccer
tennis	outdoor track and field	golf
football	cheerleading (co-ed)	lacrosse

Women compete in:

basketball	cross country	volleyball
outdoor track and field	sailing (co-ed)	softball
tennis	indoor track and field	soccer
field hockey	lacrosse	cheerleading (co-ed)

CNU is a member of the USA South Athletic Conference, formerly the Dixie Intercollegiate Athletic Conference (DIAC) which also includes: Averett University, Ferrum College, Greensboro College, Mary Baldwin College, Maryville College (football only), Meredith College, Methodist College, North Carolina Wesleyan College, Peace College and Shenandoah University. The USA South Athletic Conference is generally regarded as one of the strongest Division III conferences in the nation, and its champions have automatic qualification in numerous NCAA championship events.

Mission Statement

As part of the University experience, the Department of Athletics contributes to learning, the development of community and student persistence. The department promotes the development of student leadership, team work, health and well-being. Moreover, the department directly supports

student recruitment and builds positive recognition of CNU. To accomplish its mission, the Department offers a program of 22 varsity intercollegiate sports and a variety of intramural activities.

Philosophy

CNU is a member of the National Collegiate Athletic Association (NCAA), participating in Division III and adhering to the philosophy of Division III, which states that no financial aid shall be awarded to student athletes on the basis of athletic ability. Financial aid is available to student athletes on the same basis as that offered to any other student at the University.

Participation

Prospective student athletes must enroll in at least 12 credit hours and be a degree seeking student to be considered eligible to participate in varsity sports and must meet all eligibility requirements of the NCAA. For further information about the University's athletics program or about a particular sport, contact the Department of Athletics.

The Office of Recreational Services

The Office of Recreational Services was founded in the fall of 2005 and is comprised of the program areas of Intramural Sports, Sports Clubs and Outdoor Adventure & Recreation (OAR). Intramural Sports and Sports Clubs have grown tremendously over the years with hundreds of participants engaging in various activities on campus. OAR is still in its developmental stages, yet moving in a positive direction.

Some of the intramural sports offered include: badminton, basketball, dodge ball, flag football, soccer, softball and tennis. In addition, the Intramural program employs dozens of students each year as officials and supervisors. Through employment, students learn transferable skills that prepare them for future challenges. At the same time, these positions of leadership enhance the student's social experience on campus and solidify CNU at the forefront of student development in the field of collegiate athletics and recreation.

The Sport Club program is lead by students and offers a more competitive experience than intramurals. Some of the programs offered are: Equestrian, men's ice hockey, men's lacrosse, men's rugby, men's soccer, women's soccer, men's tennis, women's tennis, men's swimming, women's swimming, men's volleyball and ultimate Frisbee. These clubs aim to compete for CNU at the collegiate level against other sport clubs in the region.

OAR provides various outdoor recreational activities for CNU students, faculty and staff. These activities include: events, workshops, adventure trips and more. OAR aims to provide fun through physical and mental challenges; provide leadership and learning opportunities; and further the interest and passion of outdoor recreation and environmental awareness. OAR also is the home for a few of our clubs that are more recreational in nature; and these clubs include: cycling, fishing and scuba diving.

Philosophy

Each of the program areas strive to fulfill the campus recreation needs of current CNU students, faculty and staff. Through engagement in the various activities and events sponsored by the Office of Recreational Services, it is hoped that participants will learn and begin to practice life-long health habits. In addition, through engagement in these activities, the Office of Recreational Services provides

an opportunity for leadership and learning; opportunities to develop social contacts and lasting relationships; and opportunities for individual development through various recreational activities.

Participation in Intramural Sports

Participation in intramural sports is open to currently enrolled CNU students. In addition, faculty, and staff employed by the University (full-time and/or part-time; volunteers not accepted), shall be eligible to participate in intramural sports. CNU alumni and spouses of CNU students, faculty or staff are not allowed to participate in intramural sports.

Participation in Sport Clubs

Sport clubs are open to all activity fee paying students. Faculty and staff may participate on a sport club during practices but not during competition. Previous experience is not a prerequisite for membership. Unlike varsity sports, sport clubs are organized by students. From coaching, budgeting, event planning and travel, students will gain a varied and valuable experience.

BOOKSTORE

Student Union

757- 599-5170

The CNU Bookstore offers a variety of goods and services. The University bookstore sells all required and recommended textbooks for the courses taught at CNU. The New York Times bestsellers, reference materials, study aids and a diverse selection of books are available in the general book department, including bargain books. The Bookstore also offers a variety of popular software titles at special academic prices. Software and books not currently in stock can be special ordered. We have recently developed a laptop program with Apple and our IT department to satisfy CNU's minimum requirements. To meet other campus needs, the Bookstore carries imprinted notebooks, folders, writing utensils, binders and a wide range of other supplies, including specialized art supplies. The CNU Bookstore has a dedicated convenience store, where students can get their snacks, drinks and microwavable items and is open seven days a week. Our gift items include beautiful glassware, ceramics, and pewter memorabilia, all carrying the Christopher Newport University seal. We also engrave gift items. Don't miss our selection of adult and children's apparel. Check out our greeting cards of all occasions. The bookstore also handles graduation announcements and regalia and offers CNU class rings by Jostens and Balfour. We have our website: www.cnubooks.com to order your Textbooks and general merchandise that we will ship to you.

BUSINESS OFFICE

Administration Building, Room 206

757/ 594-7354

Comptroller: A. Diane Reed, CPA

University Business Office financial policies and procedures are governed by Federal and State laws as well as policies set by the University's Board of Visitors. The following policies can be found in the University Catalog in more detail. For additional information, please contact the Office of Student Accounts: Administration Building, Room 210, 594-7195 or <http://www.cnu.edu/busoff>.

Fees - Tuition and fee rates are established each year by the Rector and the Board of Visitors. Housing includes room and board fees for single or double rooms and meal plans. Other fees assessed are listed in the University Catalog and on our website at http://businessoffice.cnu.edu/fall_spring.htm.

Student Billing and Payment Policy – You can view your student account charges on-line and make eCheck or Credit Card payments to pay your tuition and fees, and room and board charges online, through your CNU Live account, there is a convenience charge for all credit card payments. **No Paper bills will be mailed.**

No more waiting for your bill to arrive in the mail.

No more guessing if payment is received. You will receive an immediate confirmation of payment online.

No more writing paper checks and paying postage.

Please visit our website <http://businessoffice.cnu.edu/viewpaybill.html> for more details and instructions

Tuition and fees are due at the time of registration or no later than the payment due date established for each term. For registrations, schedule adjustments, housing and meal plan assignments taking place after early registration and the initial billing, payment is due by the payment due date or no later than the first day of classes for that term. The University may cancel the registration for all students who have not made financial arrangements by the payment due date.

Methods of Payment – In addition to QuikPay, payments may be made in person at the Cashier's Window(2nd Floor Administration Building) with cash, check or money order payable to Christopher Newport University (CNU); a Tuition Payment Plan; third party tuition assistance; or a Financial Aid award letter.

Refund Policy - Tuition and comprehensive fees will be refunded for the Fall and Spring terms in accordance with the refund policy found in the University Catalog. The refund policy for Summer Terms 1, 2, and 3 will be found on the Business Office website.

Delinquent Financial Obligations - Students who have outstanding financial obligations to the University (to include tuition and fees, room and board, bookstore charges, parking fees and fines, library fees and fines, checks returned for non-sufficient funds, etc.) will be refused *all* services of the University until these financial obligations have been paid in full. Delinquent accounts are turned over to a third-party collection agency/credit bureau, the Virginia Department of Taxation and the Attorney General's Office for collection.

CENTER FOR CAREER AND ACADEMIC PLANNING

3125 David Student Union

757/ 594-8887

Email: ccap@cnu.edu

Christopher Newport University (CNU) recognizes career and academic planning as critical components in the education of its undergraduate students. CNU provides opportunities and support to engage students in exploring, discovering, evaluating and choosing academic programs and careers. The Center for Career and

Academic Planning (CCAP) operates with an innovative and personal approach to meeting student needs. CCAP supports students' transition to CNU in the clarification of academic focus and major and in the successful translation of their academic credentials as preparation for graduate school and/or their chosen career path. CCAP teaches students to develop self-advocacy skills and encourages them to become acquainted with and utilize university services. From Setting Sail through Commencement, CCAP advisors encourage students to participate in programs and activities that will assist them in making sound academic plans and educated career decisions, developing career-related skills, and pursuing graduate study and/or professional employment.

Career Exploration and Academic Planning

Staff members in the Center for Career and Academic Planning are excited about the opportunity to inform, serve and partner with students. Students have an academic advisor who is a faculty member in their major. Faculty are specialists in their academic disciplines and work with students to ensure the selection of courses appropriate to the student's goals and interests as well as the departmental requirements for graduation. Students who have not yet chosen a major have an academic and career advisor in the Center for Career and Academic Planning who will assist them with course selection and in selecting a major. Students must declare a major by the time they have acquired 60 semester hours. Students are encouraged to explore career options, job opportunities before and after graduation, and seek internships and volunteer work during their academic experience. Career and advising assistance is provided through workshops as well as individual appointments. Staff members work to accommodate requests for assistance based on the schedules of students and alumni whenever possible.

How Students and Their Advisor Should Work Together

Students meet with career and academic advisors at the Setting Sail orientation program and during scheduled advising weeks each semester. In addition, they are encouraged to visit with career and academic advisors throughout the term to discuss problems and long-and short-term goals.

It is important to understand that the career and academic planning process is a partnership between the student and the career and academic advisor. Students will develop an understanding of their major requirements, institutional policies and procedures, and the responsibilities of students and advisors. Advisors will make every effort to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters, but *the final responsibility for following through on those referrals, making choices and meeting all academic requirements for a selected program rests with the student.*

Career Decision Making - *A variety of career related services are available to support students in their career development and planning process. Understanding one's interests regarding academics and careers is important early in the educational experience to prepare for the world of work or graduate school after graduation.*

Career Counseling is available to help students increase their knowledge of their work related interests, skills and values and also career options that would fit well with their goals. Computer assessments are available to support the career counseling process. FOCUS, the Strong Interest Inventory, and the Myers-Briggs Type Indicator are available in the CCAP and professional career counselors can recommend and interpret assessment tools.

Career Resources including the CCAP Website provide sources for career, academic and educational information. Resources include a variety of career, internship, graduate school and volunteer site information. Information regarding career and academic planning, selecting a major and other topics are also available. Additional resources include employer information, internship directories and job search, interviewing and resume writing resource books. Please also visit <http://ccap.cnu.edu> to explore a variety of career related resources.

Student Employment On Campus- This program serves to link CNU students with part-time job opportunities on the CNU campus while they are completing their degree. The program is not based on financial need. Applications, the student employment policy, a list of various departments and positions, along with application instructions are available in the CCAP.

Internship and Volunteer Opportunities

Our office can provide students with information about a variety of options regarding internship and volunteer opportunities. Practical experience towards the student's chosen field can significantly increase skills and networking. Students can demonstrate their interest in serving the community by volunteering with an organization. Both internships and volunteer opportunities are excellent additions to any resume. Students can view a comprehensive list of volunteer opportunities on the CCAP Website. For internship options please visit the CCAP for an appointment to learn about opportunities and for assistance regarding the application process.

Employment Search Assistance - *Comprehensive services to support students in their search for employment are offered. Professional career and academic advisors assist students in developing skills and utilizing available resources to secure meaningful employment.*

On-Campus Recruitment - The CCAP staff work to bring students and employers together to discuss career opportunities. Staff actively contacts and invites employers to visit CNU to provide interviews, information sessions and involvement in other career related activities. Students interested in interviewing with employers for employment or internship opportunities are encouraged to contact the Center.

Office of Career Development Database- The CCAP maintains a free online database (Simplicity) for CNU students and alumni that provides vacancy announcements and opportunities for practical experience. Students are encouraged to register for access to this information and resume referral service and may upload a resume for employers to view.

CNU students and alumni may visit <http://cnu-csm.simplicity.com/students> to self register. Their resume will be then be reviewed by a CCAP staff member. Suggestions may be provided and resumes will be approved when the review process is complete. Appointments are encouraged to further assist individuals with their resume and are recommended for all students to assist with additional areas of the job or internship search process.

Graduate School Planning Assistance

Many resources are available through the office regarding graduate schools and the application process. The CCAP provides information on graduate school entrance examination preparation courses on campus to help students increase their test scores and graduate school options. Online resources are also provided on the CCAP Website.

The CCAP staff can help students with their career and academic planning needs from freshman to senior year and after graduation! Please contact us at 757-594-8887 with questions or to schedule an appointment. We are located on the 3rd floor in the David Student Union in Suite 3125.

OFFICE OF COUNSELING SERVICES

72 Shoe Lane

757/594-7047

The Office of Counseling Services (OCS) serves and supports students in their academic and personal development at CNU. As part of the University experience, the OCS provides a full range of professional services and referrals, when needed, to aid students in their transition into the University, in successfully navigating the many challenges they will face and in their ability to reach graduation. Individual and group counseling are available to assist students in addressing personal issues. 24 hour crisis intervention services are available when school is in session, to include summer classes. Consulting services are available to students concerned about another currently enrolled CNU student. Additionally, consulting services are also available to faculty and staff of the University community.

Counseling Support Services

Individual Appointments and Group Sessions

Students find it helpful to discuss personal concerns with one of the OCS's professional counselors and psychologists. Concerns may arise from academic challenges, roommate interactions, relationship or other personal issues. Counselors provide a caring, non-judgmental brief therapy model to help students identify issues and find ways to deal with them effectively. Also, our counselors help students explore personal and academic goals and develop and maintain the necessary support systems to help them achieve those goals. Counseling sessions are confidential; and no information will be released without the written permission of the student, except as required by law. Exceptions may include situations in which a student clearly represents a danger to self or others. Counselors may also be required to respond to a court order. Groups are available upon request and based on student needs.

Consulting

Counseling staff are also available to help when various consulting needs arise. There are certain times when students, faculty, staff and others might have a desire to discuss specific situations with our staff based upon an array of psychological concerns. We value the opportunity to consult and help people find whatever solutions, resources and professional services that might be needed. Consulting services are for students, faculty, staff and the community and are intended to assist with academic/work-related problem solving.

Workshops and Other Outreach

Counselors offer workshops on topics such as: decision-making, test anxiety, general anxiety/depression management, college survival skills, healthy relationships and other content as requested. Counselors also provide outreach programming through a variety of Awareness Weeks such as National Collegiate Alcohol Awareness, Sexual Assault/Sexual Responsibility, Eating Disorders and Depression/Anxiety.

DAVID STUDENT UNION

757/594-7000

Director: Doug Shipley

The David Student Union is a state-of-the-art 116,000 square foot facility built for the growing student population of one of the fastest growing University's in the Commonwealth of Virginia. The David Student Union opened in the fall of 2006 and has been growing and changing ever since. The David Student Union is named for the Buddy David family in honor of their generous support and contributions over the years. It is home to a multilevel bookstore, convenience store, four retail dining options, a superior residential dining hall, four conference rooms, an elegant boardroom, a spectacular ballroom, and various administrative and student organization offices. The David Student Union is currently the home of Student Services, Student Activities, Academic Advising and Disability Services, International Initiatives & Fellowships, Career Development, Multicultural Affairs, Residence Life, Scheduling, Captain's Card, Dining Services, and a bulk of Auxiliary Services.

The David Student Union is proud to host a plethora of student activities, departmental meetings and functions, community events, and large University events. The David Student Union hosted over 1,500 events, information sessions, and meetings in its first semester of operation.

David Student Union Staff

The David Student Union is an extension of Auxiliary Services. Various departments under the umbrella of Auxiliary Services are vital to the success of the David Student Union. Auxiliary Services is overseen by the Senior Associate Vice President of Auxiliary Services, Mr. Bob Midgette, which includes Dining, Catering, Housing, Parking, David Student Union Operations, Scheduling, Summer Conference Housing, The Freeman Center, Captain's Card, and the University Bookstore. Mr. Doug Shipley, Director of Auxiliary Support, directly oversees many of the operations housed in the David Student Union including Operations, Scheduling, Summer Conference Housing, Captain's Card, and the Information Desk as well as Parking & Transportation Services and The Freeman Center.

Below is a list of Auxiliary Service Departments housed in the David Student Union:

David Student Union Operations

DSU Operations is responsible for the day-to-day operations and upkeep of the David Student Union. Minor repairs, sweeping, mopping, ordering of equipment, and coordination of major projects are all the responsibility of this department.

- Director of the David Student Union: Mr. Doug Shipley
- Assistant Director of the David Student Union: Mr. Wes Mann
- Building Maintenance Supervisor: Mr. Robert Johnson
- Housekeeping Manager: Mrs. Candice Davis
- Housekeepers: Mr. Brian L. Howard, Ms. Sarah M. Long, Mr. Dennis Richardson, Ms. Sharon West, Mr. Gregory Stewart and Mr. Roger Williams.

Events and Conferences Scheduling Office

The Scheduling Office is responsible for scheduling and providing event management for all events in University facilities to include but not limited to: The David Student Union, all academic facilities, the Outdoor Areas (except the Athletic fields), large University events, parking facilities, and all conferences. The Scheduling Office works closely with various departments to ensure all scheduled events are a success.

- Assistant Director: Ms. Alicia Brown
- Technical Production Coordinator – Matt Leach
- Facility Assistants: Student Workers
- Event Staff: Student Workers & Community Service

Captain's Card Office

The Captain's Card Office is responsible for maintaining students' dining and flex points. After money is deposited at the Cashier's Office, the Captain's Card Office encodes students' IDs with the corresponding amount of dining points, meal points, and flex points. The Information Desk currently issues IDs to students, faculty, and staff and are able to perform some of the basic ID troubleshooting.

- Captain's Card Administrator: Mrs. Tracy Leota

Information Desk

The David Student Union Information Desk is a major resource for the CNU community. In addition to acting as the University's switchboard, the Information Desk also issues ID cards, provides equipment for games, issues club office keys, receives and deliveries DSU department mail, coordinates event staff, and schedules standard meetings, events, and promotions.

- Information Desk Coordinator/Captain's Card Assistant: Ms. Nicole Oman
- Information Desk Assistants: Student Workers

Catering Services

Catering Services, a division of Dining Services, provides food and beverage service to countless events, meetings, and other functions through the entire campus including meeting rooms, offices, lobbies, and other University owned properties.

- Executive Chef: Ms. Erika Nestler
- Catering Manager: Mrs. Sirena Melton
- Banquet Captains: Ms. Brenda J. Staton
- Catering Assistants: Student Workers

Dining Services

Dining Services is one of the largest operations on campus, feeding hundreds of students, staff, faculty, and guests on a daily basis as well as providing their services to major University events. About half of the Dining operation is housed in the David Student Union:

- Retail Operations: *Sweet Streets, Discovery Bistro, Chick-fil-A, and Stone Willies Pizza*
- Residential Dining Operation: *Regatta's*
- Director of Dining Services: Mr. Kevin J. Ososkie
- Student Union Dining Manager: Ms. Niecy C. Hicks
- Assistant Student Union Dining Manager: Mrs. June Miles
- Assistant Dining Operations Manager: Mr. Anthony M. Augustine
- Dining Staff: Classified and Hourly Employees.

University Bookstore

The University Bookstore is a large part of the David Student Union. Comprised of two floors of the David Student Union, the bookstore oversees residential mail service, academic and leisure book sales, University apparel sales, and a convenience store featuring extended hours.

- Assistant Manager for Merchandise: Ms. Kimberly W. Thorne
- Assistant Manager for Bookstore Operations: Ms. Barbara J. Thayer
- Bookstore Accountant: Tanya Gillis
- Fiscal Technician: Ms. Donna M. Traylor
- Merchandise Assistant: Mrs. Brenda S. Slicer
- Delivery Driver/Storekeeper: Ms. Amanda M. Houston
- Accounts Receivable: Ms. Paige F. Shores
 - Store Clerks: Ms. Andrea L. Bacle, Ms. Cornelia E. Turbessi

General Policies

- Appropriate clothing, including shirt and shoes, should be worn in the building at all times.
- Recreational equipment, including but not limited to skateboards, bikes, and skates are to be left outside, or carried so as not to damage the facility.
- Animals should remain outside the David Student Union, with the exception of service animals.
- Music should be respectful and “radio safe.” It should not disrupt the everyday business of the building.
- Personal effects should not become airborne at any time.
- Banisters should only be used to assist with walking up or down the stairs.
- Public displays of affection should be kept at a minimum and in an appropriate manner while in the David Student Union.
- Tape or other adhesives that may damage the surfaces of the building and furniture must not be used.
- Respect the furniture so as not to damage it. Refrain from moving the furniture from its designated areas. If furniture needs to be moved please contact the building supervisor.

David Student Union Customers

The David Student Union's primary customer is the University's student population. As such, the stewards of students social and academic life are also very important customers and tenants of the David Student Union. All activities and operations in the David Student Union should and must have the best interests of our student population in mind. It is important for all DSU staff members to be aware of the various departments in the David Student Union and where they should go with questions.

- ***Academic Advising – Suite***
- ***Career Development – Suite***
- ***International Initiatives & Fellowships – Suite***
- ***Student Services – Suite 3130***
 - Vice President of Student Services
 - Dean of Students
 - Honor Enrichment & Community Standards
 - Multicultural Affairs
 - President's Leadership Program
 - Residence Life
- ***Student Activities – Suite 330***

EQUAL OPPORTUNITY OFFICE

Administration Building, Room 404E

757/594-8819

Director: Michelle L. Moody

CNU is committed to access and opportunity for all persons. The University does not discriminate in admission, employment or to any other activity on the basis of race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation. As such, the University complies with all applicable constitutional provisions, laws, and executive orders.

The University is fully committed to maintaining an environment free of discrimination and harassment by promoting awareness and prevention. Discrimination and harassment impair the effective function of the University, undermine the trust of students and employees, and compromise the integrity of the University. Faculty, staff, and students should demonstrate a standard of conduct consisting of mutual respect, civility, and common courtesy toward one another.

Any CNU student who believes that he/she has been unlawfully discriminated against or harassed may file a complaint with Equal Opportunity Office. For more information, please visit the office web site at <http://www.cnu.edu/equalopp>.

OFFICE OF FINANCIAL AID

Administration Building, Room 203

757/ 594-7170

Director: Mary Wigginton

CNU offers a variety of federal state and university financial aid programs to students who qualify to help meet the cost of their education through the Office of Financial Aid. Types of aid include: scholarships, grants, loans, and student employment.

Students receiving financial aid must be admitted to the University as degree-seeking students. Virginia state grants are limited to Virginia residents, while federal and university programs are accessible for all students.

Most forms of financial aid through the Financial Aid Office are based on financial need as determined by completing the Free Application for Federal Student Aid (FAFSA). Financial need can be defined as the difference between the average cost of attendance at CNU and the Expected Family Contribution (EFC), which is determined by the FAFSA.

Application Requirements

To be eligible for most financial aid programs, a student must:

- be enrolled as a classified student;
- be enrolled on at least a half-time basis; (some programs require full-time enrollment)
- be in good academic standing;
- not be in default on a federal student loan or owe a refund to a federal program;
- be making satisfactory academic progress; and
- be a U.S. citizen or permanent resident.

Financial aid is awarded for one academic year only but may be renewed for subsequent years through reapplication and continued eligibility. The priority filing date for applying for financial aid administered by CNU is March 1 for consideration for the following academic year. You may file your FAFSA on line at www.fafsa.ed.gov. We suggest you file your FAFSA no later than February 15th to ensure your results are received in the Office of Financial Aid no later than March 1st for priority consideration. Entering students must be admitted to the University before receiving a decision letter regarding financial aid. Award Letters for new freshmen who meet the priority filing date will be mailed no later than April 1st. Returning students who have met the priority date should receive their Award Letters no later than June 1st. Applicants for financial aid will be notified of their status in writing by the Office of Financial Aid.

Satisfactory Academic Progress (SAP): Students must be making Satisfactory Academic Progress in order to continue receiving financial aid, including student loans.

In order to be considered as making SAP, students must:

- Complete 75 percent of all courses attempted.
 - Demonstrate a minimum cumulative GPA of 1.61 at the conclusion of two academic semesters
- OR**
- Demonstrate a minimum cumulative GPA of 2.00 at the conclusion of four academic semesters and from that point forward.
 - Attempt no more than 180 credits, including transfer credits.

This is a synopsis of the complete policy that is on file in the Office of Financial Aid.

Return of Title IV Funds: When the Higher Education Act was reauthorized in 1998, Congress provided for a new provision commonly referred to as the Return of Title IV Funds. Under this provision, students who **completely** withdraw from the University **for any reason**, including medical and administrative withdrawals, may be required to return part or all of their Title IV funding to the Department of Education. Funds which fall into this category are:

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- National Science and Mathematics Access to Retain Talent Grant (SMART)
- Federal Stafford Loan (Subsidized or Unsubsidized)
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Parent Loans (PLUS)
- Federal TEACH Grant
- State Grants (VGAP, CSAP, Commonwealth)

Please check with the Office of Financial Aid before withdrawing from classes.

Financial Aid Available at Christopher Newport University

For specific information concerning application procedures and eligibility procedures for federal, state, and private programs, please consult the *CNU Financial Aid Guide*, available in the Office of Financial Aid or on the CNU Financial Aid website at <http://financialaid.cnu.edu/>.

THE FREEMAN CENTER

757/ 594-7980

Director: Doug Shipley

Email: www.cnu.edu/freemancenter

The Freeman Center is a state-of-the-art 112,000 square foot athletic and recreation facility built for the growing student population of one of the fastest growing University's in the Commonwealth of Virginia. The Freeman Center opened in the fall of 2000 and has experienced a wide variety of activities from intramural and athletic contests, to dinner galas and concerts. This building is a true multi-purpose facility. The Freeman Center is named for the Robert L. Freeman Sr. family in honor of their business endeavors on the peninsula over the years, and their generous support and contributions to Christopher Newport. The Freeman Center is home to a 200-meter indoor track, three basketball courts (which can also be used for volleyball and two for tennis), the Triesmann Health and Fitness Pavilion (10,000 square feet of fitness space, including independent Cardio Theater boxes on all of the stationary bicycles and treadmills), the President's Suite (meeting space) and "Captain's," our superb health food restaurant. The Athletics and Recreational Services departments are also located in The Freeman Center. The Freeman Center accommodates up to 6,000 people for concerts and 5,000 for convocations.

Additionally, The Freeman Center Triesmann Health and Fitness Pavilion offers the following:

- Fitness Classes
- Fitness Assessments
- Fitness/Wellness Programs and Events
- Personal Training
- Free Weights
- Circuit Training Equipment
- Cardiovascular Equipment
- Multipurpose Room

General Policies and Services

Hours of Operation

Monday - Thursday: 6:30 a.m. - 11 p.m.

Friday: 6:30 a.m. - 9 p.m.

Saturday: 9 a.m. - 7 p.m.

Sunday: Noon - 6 p.m.

Note: Operating hours may vary during academic breaks, football games, special events and fall/winter/summer breaks.

DRESS CODE

Wear comfortable clothing that allows for movement. All participants/members must wear a shirt. Attire that exposes the midriff, naval or ribcage is not permitted in The Freeman Center. This includes cut-off shirts and t-shirts that expose the ribcage or more than a normal tank top would expose.

Proper shoes must be worn at all times. Only athletic shoes with rubber soles are permitted. However, bare feet (or open-toed/open-heeled shoes) are permitted in the multipurpose room for specific classes (i.e. yoga, Pilates). Violators will be asked to change immediately or refrain from participation in any activity.

Refrain from wearing jeans or material that has rivets, zippers, buttons or protruding metal pieces (including belts) in activity areas. This is for your safety as well as the protection of our equipment and facilities.

LOCKERS

If you would like to use a locker, you must bring your ID (CNU ID or driver's license) to the Welcome Desk. In exchange, you will receive a key to a locker. After storing your belongings in the locker, we will then even hold onto the key for you while you exercise or recreate. This service is FREE.

Lockers are for day use only. Items left in lockers will be turned into lost and found. The cost is \$3 to reclaim items. After 30 days, unclaimed items will be donated to the Disabled American Veteran's Thrift Store.

Items left unattended in the locker rooms or anywhere in the building are not the responsibility of The Freeman Center.

Faculty and staff may rent lockers. Rates are \$30 for 6 months and \$55 for one year. To rent a locker, please contact Brenda Giles, Administrative Assistant, at (757) 594-8823 or bgiles@cnu.edu.

GUEST POLICIES

You may bring one guest per day for a \$10 fee. The guest will be given a receipt to serve as a building pass.

The guest must be at least 18 years of age and must provide proof of age upon entrance (photo ID with date of birth).

The guest will need to sign a waiver form.

Accompany your guest at all times. The host may not leave any area of the building, or the building itself, without the guest.

Guests are expected to follow The Freeman Center's general policies and procedures.

No one under the age of 18 is permitted in the activity areas (Trieshmann Health and Fitness Pavilion or Field House). Children may be admitted under certain circumstances (i.e., rental groups, tours, lunch, etc.). In these cases, children must be kept at arm's length at all times while in activity areas and may not get on or around the equipment. Please do not let children run, jump, or play in the Field House unless they are with a rental group or attending camp at The Freeman Center. Children may not "hang-out" while you work out.

HAND SCANNERS

All valid members of The Freeman Center will use the hand scan system. The system takes a "snapshot" of the shape of your hand and will recognize this in combination with your code. (Student ID or Social Security Number) each time you enter. Fingerprints are not used. If you choose not to be entered into the hand scan system, you will be required to have your information checked each time you enter.

GENERAL POLICIES

Bicycles, skateboards, rollerblades, scooters, and other such objects may not be used or worn in The Freeman Center. Bicycles may be stored in the bike racks outside the building. Other items may be stored in the lockers.

Gym bags, purses, bags or personal items of any kind must be placed in a locker prior to entering the fitness areas. The Freeman Center is not responsible for lost or stolen items left unattended anywhere in the building. Bags are also a tripping hazard when left on the floor. Please do not request that items be stored behind the Welcome Desk.

Profanity will not be tolerated. A first offense will result in a warning and the second offense will result in expulsion for the day.

Food or drink is not permitted beyond the vending area/Captain's Café or in the Field House (with the exception of clear, bottled water; colored beverages are NOT permitted).

Ask the Fitness Attendants if you need any assistance. They are here to help you make your visit to The Freeman Center enjoyable and safe. They can change television channels for you. Report any damaged or poorly functioning equipment to a Front Desk Attendant.

Personal training is permitted ONLY through The Freeman Center Trieshmann Health and Fitness Pavilion personal training program. CNU students, faculty, and staff and members of The Freeman

Center are NOT permitted to work with personal trainers outside the scope of this program.

Triesmann Health and Fitness Pavilion

Patrons must be 18 years of age or older.

Observe circuit-training etiquette. Allow others to work in with you when doing sets or limit your exercise to only one set per machine during peak hours (3 p.m. - 8 p.m., Monday - Friday).

Replace all weight plates, dumbbells and equipment to their original storage places. Do not drop or bang the weights. Please do not place weights on tops of benches.

Field House

Patrons must be 18 years of age or older (with the exception of special events or prearranged events where liability insurance has been provided).

Refrain from dunking, touching and/or hanging on any basketball rim, backboard or net. Shooting from behind the backboard is not permitted.

Equipment (basketballs, volleyballs, etc.) may be checked out from the Welcome Desk. Equipment may not be taken out of The Freeman Center and must be turned in by the end of the day.

OTHER SERVICES

Other Services

- * Fitness classes and programs
- * Facility rentals
- * Fitness and wellness assessments
- * Special events
- * Personal Training

President's Reception Room

Student groups must be officially recognized by the Office of Student Activities as a club or organization.

All reservations must be made at least 48 hours prior to the event and must be scheduled through Brenda Giles, Administrative Assistant, at 594-8823. The set-up needs for the event must also be communicated at this time. Your set-up needs should include details on how you want us to rearrange any furniture, table and chair needs, audio needs, etc. Only Freeman Center staff may move furniture.

From time to time there may be a need to reschedule or relocate events in this room due to other events and obligations.

The capacity for the room is 50 people in a theatre seating set-up and 75 people in a standing room only set-up.

Any and all catering needs must be handled by CNU's Catering staff. Outside food and drink are not permitted without express written consent from CNU Catering. Contact the Catering Department at 594-7007 to make food arrangements.

During the actual event in the room, the chairs that surround the dining room table are the only pieces of furniture acceptable to move or rearrange. Everything else must remain the same.

Use of candles or any other open flame item is not permitted.

The group responsible for the event also accepts responsibility for any and all damages incurred in the room during the event. Group accounts will be charged if there are damages.

All items related to the event (including trash) are to be removed by the group at the completion of the event. Contact the Building Supervisor (red shirt) to obtain trash bags and to arrange for proper disposal of the filled trash bags.

Music needs to be kept at a moderate level no matter what day of the week or time of day.

Our Staff

Greg Dale
Assistant Director of The Freeman Center

Brenda Giles
Administrative Assistant

Bobby Jordan
Maintenance Supervisor

Doug Shipley
Director of Auxiliary Support

Lisa Wingfield
Director of the Trieshmann Health and Fitness Pavilion

Mara Winters
Facility Coordinator

HEALTH & WELLNESS SERVICES

James River Residence Hall --Lobby

(757) 594-7661

Fax: (757) 594-8853

Supervisor: Rita Cennane, BSN, RN, BC

Email: uhws@cnu.edu

Web Address: www.cnu.edu/clinic

Health and Wellness Services (UHWS) is a health-care partnership between CNU and Riverside Healthcare System, one of the largest health-care systems in the region. Through this contractual agreement, professional college health staff provides respectful, compassionate and confidential sick and well care services to all students.

INSURANCE

Students need to have a copy of their health insurance card and they need to know if they are covered for off campus, non emergency care and referrals to off campus medical care while attending CNU. This information can be found by calling the insurance company's member service department. (This telephone number is located on the insurance card.) This information is particularly important to know in the event of an illness or injury occurring when the clinic is closed or on weekends.

The clinic does not accept or file for insurance so payment is due at the time of service and can be paid by cash, check or flex points (Captain's Card). Most of the fees associated with UHWS visits are generally not more than the usual co-pay and will not be reimbursed by most insurance companies. However, students will be given the forms necessary should they wish to file themselves

ON-SITE NURSE PRACTITIONERS, REGISTERED NURSE, & FAMILY PRACTICE RESIDENT PHYSICIANS

A registered nurse (RN), family nurse practitioners (FNP), and, during their community rotation, family practice resident physicians (MD), are available by appointment in UHWS to assist you with your wellness and sick care needs. The nurse practitioners and physicians are able to diagnose and treat illnesses and injuries, and perform physical examinations including various preventive health screenings such as men's and women's health exams. They can order x-rays and various laboratory tests and refer students to off campus family physicians and specialists.

Some laboratory tests are done in the clinic, however, if more testing is indicated, students are referred to local laboratories. The nurse practitioner and doctors can write prescriptions which can be filled at one of several local pharmacies.

In addition, UHWS staff can assist students with finding off campus medical resources such as dentists, allergists, dermatologists, ophthalmologists, and pharmacies. A full array of wellness education counseling and materials related to nutrition, fitness, stress resistance, tobacco and substance abuse and sleep problems is also available free to students.

FEES

There is a small fee to see the nurse practitioner and physician, for all laboratory tests, immunizations, TB screens and PPD skin tests.

There is no fee for appointments with the nurse unless lab work is performed.

SCHEDULING

To avoid an extended wait time, appointments are required and given priority. However, walk-ins are welcomed and same day appointments are usually available. You can fill out the paperwork required for appointments prior to visiting UHWS by downloading the forms from the UHWS website.

REQUIRED HEALTH FORMS & IMMUNIZATIONS

Unless you are participating in a class or sport that requires a pre participation physical, no general health physical is required for freshmen, transfer and graduate students.

The code of Virginia requires that all first time, full time students provide a completed CNU Certificate of Immunization signed by a health care professional.

The completed CNU Certificate of Immunization should be sent to the Office of the Registrar. UHWS staff can assist with questions or concerns regarding this form and provides TB screenings, PPD skin testing, Gardasil and meningococcal vaccines in the clinic.

ASK-A-NURSE 24-HOUR TELEPHONE RESOURCE LINE

This service is provided by Riverside Health Systems. If students have any medical questions or concerns, they can call Ask-a-Nurse, anytime 24 hours a day, to speak to a registered nurse. Ask-a-Nurse can provide information as well as assistance in making physician referrals. Call 594-2000 and ask for Ask-A-Nurse and they will be connected.

HEALTH & WELLNESS FAIR

UHWS offers a comprehensive health and wellness fair to promote wellness and healthy living. Over thirty, on and off campus, health care organizations and local physicians participate in this annual event. Attendees appreciate having the opportunity to have free cholesterol and other health screens, and especially enjoy the free popcorn and chance to win one of the many great door prizes.

HEALTH EDUCATION OPPORTUNITIES

UHWS staff participates in and support various health and wellness education opportunities through presentations in the classroom and residence halls. They also participate in campus wide screenings such as eating disorders, depression, anxiety, and alcohol use. UHWS sponsors CNU Quit, an on campus smoking cessation and tobacco awareness program. Students are also welcomed to the wide array of free educational materials in UHWS both for individual use and presentations.

SUMMARY

UHWS is committed to students' health and well-being. If you have any questions about services, wellness or medical issues, stop by the clinic Monday through Friday between 9:00 am and 4:15 pm (or as posted) when classes are in session during fall and spring semesters. For a full list of services, clinic hours and fees please visit the Health & Wellness Services web site.

UNIVERSITY HOUSING

12399 Warwick Blvd.

757/ 594-7756

Director: Andy Sheston

Financial policies and procedures for the residence hall are contained in the University Catalog and the Housing contract. Please contact the Office of University Housing for additional information on the

following:

- Housing deposits
- Payment deadlines
- Meal plan options
- Housing contract cancellation
- Housing Deposit/Refund policy

Captains Cash

Captains Cash is available to the entire CNU community. This plan is an individualized spending account that can be used at any auxiliary service location (all CNU venues, the Bookstore, on-campus coin-operated copiers and select vending machines). As a debit account, each purchase will automatically be deducted from your account balance. Applications for Captains Cash can be obtained from the Cashier's Office or the Information Desk in the Student Union. Adding money to your Captains Cash account can also be done at the Captains Cash machine in the David Student Union. There is no limit to the amount you deposit in your account and payments may be made by check, cash, or money order. Questions regarding Captains Cash should be directed to Tracy Leota, Captain's Card Administrator at 594-8834.

Food Services (Each of our meal plans come with complimentary Dining Points based on the plan the student chooses. Dining Points are encoded onto the student's [Captain's Card](#) which is then used like a debit card for food purchases. These Dining Points can be used at [Discovery Cafe](#), [Captain's Cafe](#), and in the [University Bookstore](#) to purchase food items.)

- **Dining Plans** - Dining for residents is available in Commons and Regattas. Meal plan options currently available include:
 - 19 Meal Plan (includes \$50 Dining Points) 3 meal exchanges + 2 guest meals per semester
 - 14 Meal Plan (includes \$100 Dining Points) 2 meal exchanges + 2 guest meals per semester
 - 10 Meal Plan (includes \$205 Dining Points) 1 meal exchange * + 2 guest meals per semester
 - 5 Meal Plan (includes \$80 Dining Points)**Available only to upperclassmen with kitchens and commuter students
- **Residential Dining Centers** – At either of the conveniently located residential dining centers, choices include an expansive selection of entrees arranged in a food court layout; special entrees and self-service bars are offered on a regular basis. Unlimited seconds are available on most items. A salad bar and a wide assortment of desserts and beverages are featured during lunch and dinner. A special meal plan is available to commuter students, guests, faculty and staff. Meals are also available for purchase on an individual basis for non-resident students.
- **Commuter Meal Plan** - This plan was developed with the commuter student in mind. The cost of this plan is \$780.00 per term and includes 5 meals per week in either residential dining center and includes \$80 in dining points.
- **Captain's Cafe** - Located in the University's Freeman Center, Captain's Cafe offers upscale panini sandwiches, wraps and delicious fruit smoothies for people looking for a different dining experience. Captain's also features fresh fruit bowls, crisp salads and soul warming soups.
- **The David Student Union** – Students now have the opportunity to enjoy two new dining venues in addition to our existing Chic-fil-A and Pizza concepts. Sweet Street is featuring Krispy Kreme donuts as well as fresh baked muffins and cinnamon buns every morning. You can find hearth

baked bread and a wonderful array of twenty first century tastes at the Bistro. Of course [Captain's Cash](#), cash and exchanges may be utilized at these venues.

- **Albert Einstein's Café** - When you need a great cup of coffee or are craving croissants while checking your email, Albert Einstein's Café is the place for you. Located in the Paul and Rose Mary Tribble Library, this upscale breakfast option featuring Starbucks coffee also caters to dessert lovers with specialty desserts, milkshakes, phosphate drinks, and provides wireless access to the University Computer system.

INFORMATION TECHNOLOGY SERVICES

McMurrin Hall, Room 119

757/ 594-7180

Chief Information Officer: George Webb

My CNU Accounts for Students and Faculty

My CNU accounts are generated for all faculty, staff and students of CNU. This account ties you to the major mode of communication at the University and should be checked. My CNU offers access to email, calendar, class management systems and announcements. It is also the path to academic activities such as registration to classes and to information about your Captains Card. *See Information Technology Services Department Web page for more details on accounts and setup.*

Computer Facilities

There are over 350 personal computers available for general student use. All of these computers are directly connected to the campus' switched gigabit fiber network and to the Internet. These machines are in Computer Labs in the following locations:

- McMurrin, Room 128
- Ratcliffe Room 102*
- Gosnold Room 123* #
- Science Building Hallways
- Business and Technology Center Room 225#
- Business and Technology Center Room 402#
- Tribble Library
- David Student Union

* This lab is scheduled as a classroom, but is an open lab when not scheduled.

Hours for these labs are set by academic departments.

These PCs are running Windows XP (except for the iMacs) and have the following software installed: Microsoft Office 2003 Professional (including Word, Publisher, Access, Excel, and PowerPoint), Internet Explorer, Adobe Acrobat Reader, Symantec Anti-Virus.

Lab Staff

The Help Desk in the Tribble Library's 24 by 7 room is staffed by student consultants during all hours of operation. They can assist students with general questions regarding printing and other common problems. *Anyone interested in becoming a student consultant please contact the IT Service Manager at 757/594-7079.*

Special Purpose Computer-based Labs

- Hunter Creech Lab, Gosnold Room 124
- Mathematics Lab, Gosnold Room 114
- Mac Lab, Gosnold 115
- General Physics Lab I, Gosnold 216
- General Physics Lab II, Gosnold 219
- Theater Design Lab (Ferguson Center for the Arts Room 223)
- Art Lab (Ferguson Center for the Arts)
- Media Center, McMurran 129
- Writing Center, Tribble Library

UNIVERSITY DEPARTMENT OF MUSIC**Ferguson Center for the Arts****(757) 594-7074; reimer@cnu.edu****Chair: Dr. Mark U. Reimer**

Accredited by the National Association of Schools of Music, the Department of Music offers a rich variety of concerts, recitals, productions, lectures, masterclasses, conferences, and guest artists throughout the year. CNU music students are outstanding musicians who were leaders in their high school ensembles and continue to draw attention as soloists, scholars, and members of the highly acclaimed ensembles and productions. The department offers the Bachelor of Music degree with concentrations in instrumental music education, choral music education, performance, and composition; the Bachelor of Arts degree with a concentration in music; and the Master of Arts in Teaching degree with concentrations in instrumental music education and choral music education.

Student ensembles are open through audition to all students and include the Marching Captains, Indoor Guard, Indoor Drumline, Wind Ensemble, University Band, Jazz Ensemble, Jazz Combos, University Orchestra, Guitar Orchestra, Chamber Choir, Women's Chorus, Men's Chorus, Opera CNU, Percussion Ensemble, Flute Choir, Clarinet Quartet, Saxophone Quartets, and String Quartet. Auditions are held on the first day of each semester. Applied music lessons are offered on all instruments and in voice, conducting, and jazz improvisation to music majors. Student organizations include the social fraternities Phi Mu Alpha Sinfonia for men and Sigma Alpha Iota for women, the professional organization MENC (The National Association for Music Education), the national music honorary society Pi Kappa Lambda.

Each year, the Masterworks Series presents two concerts featuring the choirs and the orchestra, the Chamber Ensemble Series presents recitals by the small ensembles, the In Concert Series presents five recitals for the LifeLong Learning Society, the Vianne Webb Memorial Lectures in Musicology Series presents a music scholar of international renown, the Graduate School Initiative presents a artist-scholar from a prestigious graduate institution, the Conversations With a Composer Series presents a composer of international acclaim, and the CNU Honors Wind Ensemble Invitational presents two outstanding high school bands in addition to numerous student and faculty recitals and concerts by the large ensembles. And for students wishing to broaden their academic experience, the department travels often to Europe for study and performance.

For additional information, contact the Department of Music by telephone at (757) 594-7089 or by e-mail at reimer@cnu.edu or simply visit their website at www.music.cnu.edu.

PARKING ADMINISTRATION

Ferguson Center Parking Garage

Monday – Friday 8am – 5pm

757-594-7129

Regulations have been prepared for the safety and convenience of those who operate vehicles on campus, in compliance with §46.2-1228 of the Code of Virginia. The University cannot guarantee a parking space nor does it assume responsibility for the care or protection of private motor vehicles or their contents. Personal belongings should not be left in the vehicle.

Decals are required at all times for students, faculty and staff and are available in the Parking and Transportation Services Office. A valid permit must be displayed from the driver's side rear window or bumper or in view on the left front fork of motorcycles. **It is the responsibility of the operator to ensure that the decal is visible.**

Visitors/Vendors must obtain a Visitor's Pass. Visitors and vendors using these permits may park in the any lot or in spaces marked "Visitor." Visitors' passes may be obtained at the Parking & Transportation Services Office (594-7129) or the University Police Department (594-7053) after business hours.

Handicapped Parking - Designated handicapped spaces are restricted to the exclusive use of vehicles displaying valid handicapped identification or state-issued handicapped license plates. Handicapped faculty, staff and students parking in these spaces must also display a valid University parking permit. Vehicles bearing a valid University decal and handicapped identification/plates may use parking spaces in any lot.

Parking is prohibited in or at yellow-curbed areas, against the flow of traffic, along or on service roads, on the grass and sidewalk areas unless otherwise indicated by Parking Services or as posted by signs. Any overflow parking will be clearly identified by signs or by a University Police Officer. **Reserved, Visitor and handicapped parking is restricted every day, 24 hours per day.**

Open Parking – All main campus lots are open from 3 p.m. to 7:30 a.m. for all vehicles with a valid CNU decal. East campus lots remain reserved 24 hours a day.

UNIVERSITY REGISTRAR

Administration Building, Room 205

757/ 594-7155

University Registrar: Lisa Duncan Raines

The Office of the Registrar implements and facilitates academic regulations and policies of the University. The office provides the following services:

- Coordinates with academic deans' offices and departments to build a schedule of classes;
- Facilitates on-line web-based registration;
- Coordinates and processes course schedule adjustments, including but not limited to drops, adds, and withdrawals;
- Provides on-line web-based access to mid-term (for freshmen) and final grades;
- Maintains permanent student academic records;

- Certifies student enrollment and academic information to authorized requesting agencies;
- Admits non-freshmen undergraduate students;
- Provides on-line web-based unofficial degree audits;
- Provides analysis of students' progress toward degree requirements;
- Certifies that graduation requirements are satisfied;
- Issues academic transcripts;
- Provides on-line web-based unofficial transcripts;
- Maintains students' certificates of immunization;
- Coordinates and processes documentation required by Veterans Affairs for educational benefits;
- Coordinates and processes Requests to Take Courses Elsewhere for consortium and study abroad students;
- Facilitates student appeals to the Undergraduate Degrees Committee and Academic Status Committee;
- Evaluates admission for transfer, re-admit and non-degree students;
- Processes ad hoc report requests for academic offices and departments;
- Reviews and updates residency appeals for currently enrolled students.

Students' Web-based Access to their Unofficial Academic Record:

Christopher Newport University offers students the ability to manage their enrollment and academic information through web-based access called CNU Live. When students visit CNU for the new student orientation, they will activate their access to web-based functions such as on-line registration, viewing of mid-term and final grades, major/minor, unofficial transcript, holds, and address and telephone information.

Policy Regarding Immunizations

The Commonwealth of Virginia requires, per Section 23-7.5 of the Code of Virginia, that all first-time, full-time, students must provide documented evidence, provided by a licensed health professional or health facility, of the diseases for which the student has been immunized, the number of doses given, the dates when administered and any further immunizations indicated. Students shall be immunized by vaccine against diphtheria, tetanus, poliomyelitis, measles (rubella), German measles (rubella), and mumps according to guidelines of the American College Health Association. This is known as a pre-matriculation immunization requirement (PIR). Students shall also be screened for Tuberculosis (PPD). In addition to the above, CNU requires a meningococcal vaccine for all new students. Because some students choose not to receive the meningococcal vaccine, a Meningococcal Vaccine Waiver Form is available to accommodate the wishes of these students. The Code further requires that any student who fails to provide this information will not be eligible for registration for the second semester.

Any student shall be exempt from the immunization requirements who (a) objects on the grounds that administration of immunizing agents conflicts with the student's religious tenets or practices, unless an emergency or epidemic disease has been declared by the Board of Health, or (b) presents a statement from a licensed physician which states that the student's physical condition is such that administration of one or more of the required immunizing agents would be detrimental to the student's health. Certificate of Immunization and Certificate of Religious Exemption forms can be obtained from the Office of the Registrar.

Important Information for Instructional Faculty: Student Records and Privacy Laws

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (U.S. Public Law 93-579), FERPA, provides clarification and guidance on the administration of student records. Further, FERPA guarantees individuals' rights to the access of his/her educational records, provides guidelines regarding third party access to the record(s), and addresses the appropriate security of the education record.

Student Rights: Students have the right to 1) inspect and review their education records, 2) control disclosure and/or designate confidentiality, and 3) request amendment to the education record.

Education Record: Christopher Newport University defines the education record as any portion of the academic record (paper or electronic) maintained by the University for the purpose of sharing (or potential sharing) by other educational officials. An example is the academic folder maintained in a department or university administrative office.

Sole Possession Records: Notes and/or records maintained only by the faculty member regarding his/her students and not shared with any other educational official is a sole possession record. Notes retained in the 'sole possession record' are not subject to the guarantees of FERPA.

Educational Officials: Persons employed by Christopher Newport University in an administrative, supervisory, academic, or support capacity with a legitimate educational need to view student records to perform his or her job are classified as educational officials.

Educational Interest: Before an individual is granted access to a student record, FERPA requires that educational officials have an educational interest. Instructors have an educational right to know directory information regardless of the confidentiality of the record. Examples of directory information include name, address, and telephone number. (A full list of directory information is detailed in the next section.)

Email Addresses: Email addresses are not considered directory information. For instructional purposes, emails may be used for the duration of the course. However, emails may not be distributed to third parties without the specific written consent of the student(s). Educational interest does not include access of the student's entire academic record (example: all grades earned at CNU) unless the user's role is that of an academic advisor assigned to that student.

Student Reference Request: Students may waive their rights under FERPA to request letters of recommendation or professional references from a faculty member(s). Students should complete and return an original signed *Student Reference Request and FERPA Release* form, available online or from the Office of the Registrar, to the faculty member prior to obtaining the reference.

Grade Posting: Faculty may not post grades in a listing format that includes any portion of the student identification number, Social Security Number, or student name. It is critical that instructors maintain the nondisclosure of these numbers.

If you have questions about student records and privacy restrictions, please contact Lisa Duncan Raines, University Registrar, duncanl@cnu.edu.

Listed below is the notification of the Family Educational Rights and Privacy Act of 1974 (FERPA).

The University is required to inform enrolled students annually of their rights under the terms of FERPA. The act does not apply to students admitted to the University who have not officially enrolled. Note: Access www.cnu.edu for the latest changes to the Family Educational Rights and Privacy Act of 1974 (FERPA).

A. Policy Intent

1. The University student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.
2. The CNU student record policy is formulated to protect the privacy of student information that is maintained and yet provide access to student records for those having a legitimate educational interest in viewing such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.

B. Student Rights under FERPA:

1. Enrolled students have the right to inspect their education record within 45 days of the request for inspection and are entitled to an explanation of any information therein. "Record" refers to those files and their contents that are maintained by official units of the University. Generally, students have the right to review any official record that the University maintains on that student. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation. Students must submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. A University official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the University official to whom the request was submitted does not maintain the requested record(s), that official shall advise the student of the correct official to whom the request should be addressed.
2. Information to which the student does not have access is limited to the following:
 - a) Confidential letters and recommendations placed in the student's files before January 1, 1975, and those letters for which the student has signed a waiver of his or her right of access.
 - b) Parents' confidential financial statements.
 - c) Personal files and records of members of faculty or administrative personnel, which are in sole possession of the maker thereof.
 - d) Education records, which contain information about more than one student; in such cases, CNU will allow the inquiring student access to the part of the record, which pertains only to the inquiring student.
 - e) Records of the Admissions Office concerning students admitted but not yet enrolled at the University.
 - f) Medical/psychological records used in connection with treatment of the student. A physician or psychologist of the student's choice may view such records.
 - g) University Police Department records, when utilized for internal purposes by this office in its official capacities.
3. Documents submitted to the University by or for the student will not be returned to the student. Normally, academic records received from other institutions will not be sent to third parties.

external to the University, nor will copies of such documents be given to the student. The student should request such records from the originating institution.

4. Students have the right to request an amendment of the education record that the student believes is inaccurate or misleading. Should a student believe his or her record is incorrect, s/he should write the University official responsible for the record, clearly identify the part of the record s/he wants changed, and specify the information s/he feels is inaccurate or misleading. The official will respond within a reasonable period concerning his or her action. Should the student not be satisfied, a hearing may be requested of the University Registrar.
5. Students have the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent (see C3 below).
6. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by CNU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

C. Access to Student Records by Others:

1. Disclosure of General Directory Information: Certain information may be released by the University without prior consent of the student if considered appropriate by designated school officials. Such information is defined as the following:
 - a. Student's name, address, telephone number (permanent and local)
 - b. Date of birth
 - c. Dates of attendance at the University, field of concentration, degrees, honors and awards
 - d. Enrollment status – full-time or part-time
 - e. Height and weight of members of athletic teams
 - f. Participation in officially recognized activities
2. Directory information will not be released for commercial purposes by administrative offices of the University under any circumstances. Students may request that directory information not be released by written request to the Office of the Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.
3. Disclosure to members of the University community:
 - a. "School Official" is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including university law enforcement personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); or a person serving on the Board of Visitors.
 - b. A school official must have a legitimate educational interest in order to review an education record. A legitimate educational interest is the demonstrated 'need to know'

and is further defined in the following manner: the information requested must be within the context of the responsibilities assigned to the School Official; the information sought must be used within the context of official University business and not for purposes extraneous to the officials area of responsibility or the University; information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of University employment. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- c. Information requested by student organizations of any kind will be provided only when authorized by the Dean of Students.
4. Disclosure to parents and organizations providing financial support to a student: It is the University's policy to release the academic transcript to parents and/or organizations only upon the student's written request or authorization. Parents may also provide documentation showing the student as a financial dependent according to the definition provided in section 152 of the IRS Code. Otherwise, the academic transcript will be sent only to the student or at the student's written instruction, a policy consistent with the University's interpretation of FERPA.
5. Disclosure to other educational agencies and organizations: Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons, provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.
5. Disclosure to local, state, and federal governmental agencies: Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

STUDENT AFFAIRS

Student Union Room 3127

757/ 594-7160

Dean of Students: Kevin Hughes, Ph.D.

Student Affairs is comprised of professionals working in the areas of Student Activities, Greek Life, International Programming, Multicultural Affairs, Orientation and First Year Programming, Residence Life, the Center for Honor Enrichment & Community Standards, the President's Leadership Program, Disability Support Services, and the Office of Counseling Services. These areas work collaboratively to provide enrichment, excitement, and the opportunity to interact socially in several hundred activities offered annually. These co-curricular opportunities connect classroom learning to out of classroom experiences, promote growth and development, and facilitate greater involvement with the community at large.

Orientation and First Year Programming

Student Affairs is responsible for planning and implementing orientation programs for all first year students. These programs take place in the summer and fall and are designed to assist students in their transition to college life. The programs include information and educational sessions, academic advising, and registration.

In addition, Student Affairs cosponsors educational and social programs throughout the year designed to assist first year students in the transition to University life.

Center for Honor Enrichment & Community Standards

Student Union Room 3142

757/594-7190

Director: Julie Kittelson

Assistant Director: Jill Fox

Assistant Director: Dan Moore

Christopher Newport University is a community of honor and as such members of this community are expected to live honorably at all times. Through programs such as the Honor U series and work with student organizations, the Center for Honor Enrichment & Community Standards (CHECS) promotes honorable living in the lives of CNU students. On those occasions when honor has not been maintained, the Center for Honor Enrichment & Community Standards seeks to educate students with regard to the standards of Christopher Newport University. Reinforcing these standards is the responsibility of all students, faculty and staff, but certain members of the community have elected to serve as a member of the University Committee for Student Discipline. With an emphasis on corrective and educative actions, the Center for Honor Enrichment & Community Standards and the judicial committees help ensure an honorable and meaningful collegiate experience for all CNU students.

Multicultural Affairs

Student Union, Suite 3103

757/594-7385

Assistant Director of Multicultural Affairs: Stacy L. Davidson

The mission of the Office of Multicultural Affairs is to serve as an advocate for students from diverse backgrounds by promoting an environment that creates cultural understanding and an inclusive campus community. The Office is committed to providing educational, cultural and social opportunities for diverse interaction and cultural education that enhance student awareness, understanding, and appreciation for diversity and the skills necessary for personal development and success.

Residence Life

Student Union Suite 3127

757/ 594-7527

Director of Residence Life: Jerry Roeder

Residence Life is dedicated to developing a safe and inclusive living-learning community in the residence halls that supports the academic mission of the University. The Residence Life staff seeks to enhance the co-curricular experience, facilitate the holistic growth of students and to prepare them to pursue lives with meaning and purpose.

The Residence Life staff includes the Director, two Assistant Directors, Hall Directors, Resident Assistants, and Front Desk Assistants. The Director, with assistance from the Assistant Directors, oversees all functions of the Office of Residence Life and is responsible for the direction and leadership of the Residence Life program including development and implementation of the Residence Life philosophy, policies and procedures.

Hall Directors are full-time, live-in master's degree professionals with significant leadership experience and specific training in residence hall management. Hall Directors work closely with the student staff to promote a positive residential community.

Resident Assistants (RAs) are community builders who live on each floor wing of the residence hall. They are full-time upper-class students trained to help with most situations that may arise in the halls. During the year, RAs plan programs and activities to provide students with social and educational opportunities outside the classroom.

Front Desk Assistants (FDAs) are full-time students who work at the front desks of the residence halls. They answer questions, sign-out equipment and keys, and help maintain security of the building.

The residence halls are a home-away-from-home. Residents are encouraged to get involved in their residence hall community and make the most of their residential experience.

Services for Students with Disabilities

Student Affairs Suite, DSU # 3127

757/ 594-7160

TDD: 757/ 594-7938

CNU provides reasonable accommodations to make education accessible to students with disabilities. The Dean of Students assists students with disabilities by connecting them to appropriate resources to help the student achieve academic goals. Our aim is to provide students with disabilities equal access to the programs, opportunities and benefits of the University. Students with disabilities may consult with the Dean of Students or other university staff before enrolling or during their academic career at CNU. New students will want to contact the Dean well before the start of their first semester if special services will be required. Students who request accommodation by the University must formally declare their disability by completing a *Request for Services/Accommodations Form* found at: <http://advise.cnu.edu/dss.htm>.

In order to determine needs and provide the best services possible, students are asked to provide **recent** documentation concerning their disability. Such documentation should include diagnosis of the disability and suggestions for possible accommodations to enhance student access and/or success in the programs and activities of the University. Forms are available on-line at <http://advise.cnu.edu/dss.htm>

Documentation should be provided in writing from a qualified professional source and mailed to:
Dean of Students, Christopher Newport University, 1 University Place, Newport News, VA 23606-2998.

Evaluative information concerning a student's disability is private. Such information will be provided to instructional or staff members only when they have a legitimate "need to know." Questions concerning reasonable accommodation of a student's disability should be directed to the Dean by mail or by calling (757) 594-7160, TDD: (757) 594-7938, or TDD: (800) 828-1120, the Virginia Relay Center.

Getting Started: How to Request Services & Determine Needs

A. Admissions Information & Resources

Applicants with special needs are strongly encouraged to visit campus early in the year in which admission is sought. The Admissions Office and the Dean of Students are available for appointments with prospective applicants.

All applicants, including applicants with disabilities, follow regular University admission procedures. Please refer to the CNU Catalog or contact the Admissions Office (757) 594-7015 for more information on admissions procedures.

B. Requesting Services/Accommodations

Currently enrolled students with disabilities may request services through the Dean of Students by doing the following:

1. Complete a *Request for Services/Accommodations* Form. (Available at: <http://advise.cnu.edu/dss.htm>).
2. Provide appropriate documentation. Appropriate documentation of a disability is required before services can be rendered. CNU **does not** provide testing or documentation.

Documentation Guidelines

Appropriate documentation will assist the student and the University in determining reasonable accommodations as stipulated under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other pertinent state and federal regulations. For individuals who have recently been receiving services from a public school system, the information requested would most likely be contained in the Psycho-Educational Evaluation from your most recent Triennial Review. Some of the information may also be contained in an IEP, 504 Plan, or Transition Plan. However, IEPs, 504 Plans, and Transition Plans alone are insufficient documentation.

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore, it is in the student's best interest to provide recent and appropriate documentation relevant to the student's learning environment. As appropriate to the disability, documentation should include:

- A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
- A description of the diagnostic criteria and or diagnostic test used;
- A description of the current functional impact of the disability;
- Treatments, medications, assistive devices/services currently prescribed or in use;
- Detailed and specific recommendations for university-level academic accommodations and;
- The credentials of the diagnosing professional(s).

In some instances, documentation may be outdated or inadequate in scope or content. It may not address the student's current level of functioning or need for accommodations because observed changes may have occurred in the student's performance since the previous assessment was conducted. In such cases, it is appropriate to update the evaluation report. Since the purpose of the update is to determine the student's current need for accommodations, the update, conducted by a qualified professional, should include a rationale for ongoing services and accommodations.

For additional information, please refer to the forms available in at: <http://advise.cnu.edu/dss.htm>.

NOTE: It is recommended that you request accommodation at least 4 weeks prior to the time accommodations are desired to avoid unfortunate delays. Certain accommodations, such as those requiring special equipment, tapes, etc., may require even more time to arrange and implement.

Appeal Process

Christopher Newport University recognizes both the wide variation in the needs of students with disabilities and the variation in course contexts as students' progress through their programs. When needs arise, the Dean of Students will review the process by which the current modifications were determined and seek to revise the modifications. Students, faculty or staff can make the request.

Procedure for Resolution of Differences Regarding Academic Accommodations:

- STEP 1:** The student may discuss the difference with the professor in an attempt to establish a satisfactory resolution.
- STEP 2:** If Step 1 fails, the student has the responsibility of making an appointment with the Dean of Students to discuss the matter. However if the grievance concerns the Dean the student may speak with the Vice President of Student Services.
- STEP 3:** After discussing the issue with the student, if the Dean feels it is appropriate, the Dean will, at the student's request, contact the professor to set up an appointment for the student, the professor and the Dean to meet.
- STEP 4:** If Step 3 fails to establish mutually acceptable modifications an appeal may be filed as described below:

Internal Appeals

Students wishing to appeal must file a petition in writing with the Equal Employment Officer (EEO) within ten working days of failing to establish mutually acceptable modifications. Petitioners may, at their own expense, submit additional documentation, evidence, or expert opinion to support their appeals. Such evidence may be in the form of oral testimony or written or taped reports.

Petitioners should include the following in their appeal:

- The modifications that have been refused or required that are being appealed;
- The rationale for the appeal and;
- Documentation that supports the appeal.

Basis for Appeal

Students may appeal on one of these bases:

- A. The accommodation letter does not represent a reasonable accommodation for their disability. The basis for such an appeal should be that their disability, in the absence of the requested alternative or additional modifications, limits their full participation or their accurate evaluation in a specific activity, service, program or course. The appeal must include a rationale for the requested additions or alternatives.

- B. A particular course or requirement is not essential to the integrity of the program of instruction being pursued. The basis for such an appeal should be that their disability, in the absence of the requested substitution, limits their full participation in the academic program. The appeal must include a rationale for the requested waiver or substitution.

Following the filing of a petition, the Equal Employment Officer (EEO) will conduct a thorough investigation to determine if the complaint is justified. A written determination of the validity of the complaint and the resolution, if any, shall be issued by the EEO and forwarded to the complainant no later than (30) thirty working days after the filing date. If the complainant does not agree with the recommendation, an appeal may be made in writing to the Vice President of Student Services within (10) ten working days. The decision of the Vice President is final.

While individuals have the right to pursue appeals through external channels, they are first encouraged to use internal mechanisms to resolve issues.

Student Activities

David Student Union Room 330

Director of Student Activities: Kim Roeder

Assistant Director of Student Activities for Programming: Kathleen Krohn

The Office of Student Activities, in partnership with other offices and student groups on campus, assists with the planning of events like The Captain's Ball, Fall Fest and Homecoming. A full compliment of educational, social and recreational activities are planned and implemented in cooperation with student groups throughout the academic year.

Student Activities - Greek Life

Student Union Room 330

757/ 594-8437

Assistant Director of Student Activities for Greek Life: Leah Eickhoff

The Office of Student Activities works closely with nationally recognized Greek letter organizations. These socially based fraternities and sororities are dedicated to providing service, friendship, scholastic achievement and leadership development opportunities to CNU students and the campus community. The Office of Student Activities and Greek students are active participants in homecoming, campus celebrations, and athletic endeavors.

CAMPUS OFFICES DIRECTORY

Building Abbreviations:

<i>ADMN</i>	<i>Administration Building</i>	<i>MCM</i>	<i>McMurrin Hall</i>
<i>BTC</i>	<i>Business Technology Center</i>	<i>PRH</i>	<i>Potomac River Hall</i>
<i>CWH</i>	<i>Commonwealth Hall</i>	<i>RATC</i>	<i>Ratcliff Hall</i>
<i>DSU</i>	<i>David Student Union</i>	<i>SH</i>	<i>Santoro Hall</i>
<i>EC</i>	<i>East Campus</i>	<i>SCIB</i>	<i>Science Building Operations</i>
<i>FC</i>	<i>Freeman Center</i>	<i>SERV</i>	<i>Service Building/Plant</i>
<i>FCA</i>	<i>Ferguson Center for the Arts</i>	<i>WING</i>	<i>Wingfield Hall</i>
<i>GOSN</i>	<i>Gosnold Hall</i>	<i>YRH</i>	<i>York River Hall</i>
<i>JRH</i>	<i>James River Hall</i>	<i>VILL</i>	<i>CNU Village</i>
<i>LIB</i>	<i>Tribble Library</i>		

FUNCTION AND DEPARTMENTS	LOCATION	PHONE #
Accounting	BTC 344.....	594-7068
Add/Drop (Registrar)	ADMN 205	594-7155
Address Change (Registrar/Fin. Aid if applicable)	ADMN 205/201	594-7155/7170
Admissions	ADMN 121	594-7015
Alumni Relations.....	ADMN 363	594-7712
Arts & Sciences (Dean's Office).....	GOSN 105	594-7052
Athletics	FC 206	594-7025
Biology, Chemistry & Environmental Science	SCIB 139	594-7126
Bookstore	SU 1 st & 2 nd Floors.....	599-5170
Business Office	ADMN 206	594-7354
Business Program (Dean's Office).....	BTC 415.....	594-7184
Captain's Log Newspaper	SU 393	594-7196
Career & Academic Planning.....	SU 3125	594-8887
Cashier's Office	ADMN 208	594-7042
Club Information	SU 330	594-7260
Communications Department.....	CWH 30	594-8732
Community Engagement & Social Work.....	BTC 227.....	594-7111
Counseling, Coaching, and Consulting	72 Shoe Lane	594-7047
Dean of Students	SU 3127	594-7160
Deferred Payment Plan (Student Accounts).....	ADMN 206	594-7354
Economic & Finance Department	BTC 438.....	594-7215
Employment (Student)	SU 3100	594-8887
English Department.....	RATC 216.....	594-7024
Equal Opportunity Office.....	ADMN 404	594-8819
Executive Vice-President	ADMN 405	594-7040
Ferguson Center For The Arts.....	FCA 110.....	594-7448
Ferguson Ticket Office.....	FCA T159	594-8752
Financial Aid	ADMN 201	594-7170
Fine Arts	FCA 133.....	594-7089
Food Service: Albert Einstein's Café	GOSN	594-7873

Captain's.....	FC	594-7979
The Commons	SH Annex.....	594-7624
Student Union Residential Dining	SU	594-7257
Government & Public Affairs	RATC 208.....	594-7469
Grades (Registrar)	ADMN 205	594-7155
Graduate Studies	MCM 101.....	594-7544
Graduation (Registrar).....	ADMN 205	594-7155
Greek Life	SU 230	594-8437
Health & Wellness Services	JRH	594-7661
History.....	MCM 206.....	594-7567
Honors Council	RATC 228.....	594-7072
Human Resources.....	BTC 101.....	594-7145
I.D. Cards	SU 380	594-8834
IT Service Department	MCM 119.....	594-7180
Media Center Office	MCM 126.....	594-7136
Information.....	DSU 1 st Floor Lobby.....	594-7100
Honor Enrichment & Community Standards	SU 3142	594-7190
Library: Information.....	LIB.....	594-7133
Periodicals Department	LIB.....	594-7135
Reference Desk.....	LIB.....	594-7132
Reference Librarian	LIB.....	594-7245
Lifelong Learning Society.....	12420 Warwick Blvd., Bldg. 1 2 nd Floor	594-7568
Mail Room	SERV	594-7935
Management & Marketing Department.....	BTC 438.....	594-7215
Mathematics Department	GOSN 201	594-7194
Military Science/ROTC.....	RATC 118.....	594-7169
Modern & Classical Language Department	CWH 2	594-7020
Multicultural Affairs	SU 3103	594-7385
Music.....	FCA 133.....	594-7089
Notary Public (Human Resources).....	BTC 101.....	594-7145
Parking Decals and Fines	Ferguson Parking Deck.....	594-7129
Payroll	BTC 101.....	594-7145
Philosophy & Religious Studies.....	BTC 2 nd Floor	594-8827
Physics & Computer Science	GOSN 220	594-7065
Plant Operations/Housekeeping	SERV	594-7035
President's Leadership Program	SU 3127	594-7207
President of the University	ADMN 403	594-7002
Provost.....	ADMN 404	594-7050
Psychology	WING 116	594-7094
Purchasing	BTC 201.....	594-7553
Registrar	ADMN 205	594-7155
Residence Life.....	SU 3127	594-7125
Sociology & Anthropology	BTC 2nd Floor	594-7110
Student Accounts.....	ADMN 210	594-7330

Student Affairs	SU 3127	594-7160
Student Activities	SU 330	594-7260
Greek Affairs	SU 330	594-8437
Student Union Scheduling.....	SU 380	594-7018
Student Government Association	SU 367	594-7197
Student Organizations	SU 330	594-7260
Student Services	SU 3127	594-7160
Teacher Preparation Office	RATC 223.....	594-7973
TRANSCRIPTS (Registrar)	ADMN 205	594-7155
University Advancement	ADMN 361	594-7179
University Housing	12399 Warwick Blvd.	594-7756
James River Hall.....	JRH	643-8000
Santoro Hall	SH	643-7000
Potomac River Hall North	PRHN.....	534-9301
Potomac River Hall South	PRHS	534-9300
York River Hall East	YRHE	643-7008
York River Hall West	YRHW	643-7009
East Campus	EC	643-7019
University Police	340 Prince Drew Road	594-7053
University Relations	ADMN 309	594-7974
VECTEC	BTC 309.....	594-7092
Veterans Affairs	ADMN 205	594-7175
Warehouse	SERV	594-7255
Writing Center.....	RATC 110.....	594-7684